

User Manual for School Users of the Student and Exchange Visitor Information System: Volume I Form I-17

November 1, 2005



**Homeland
Security**

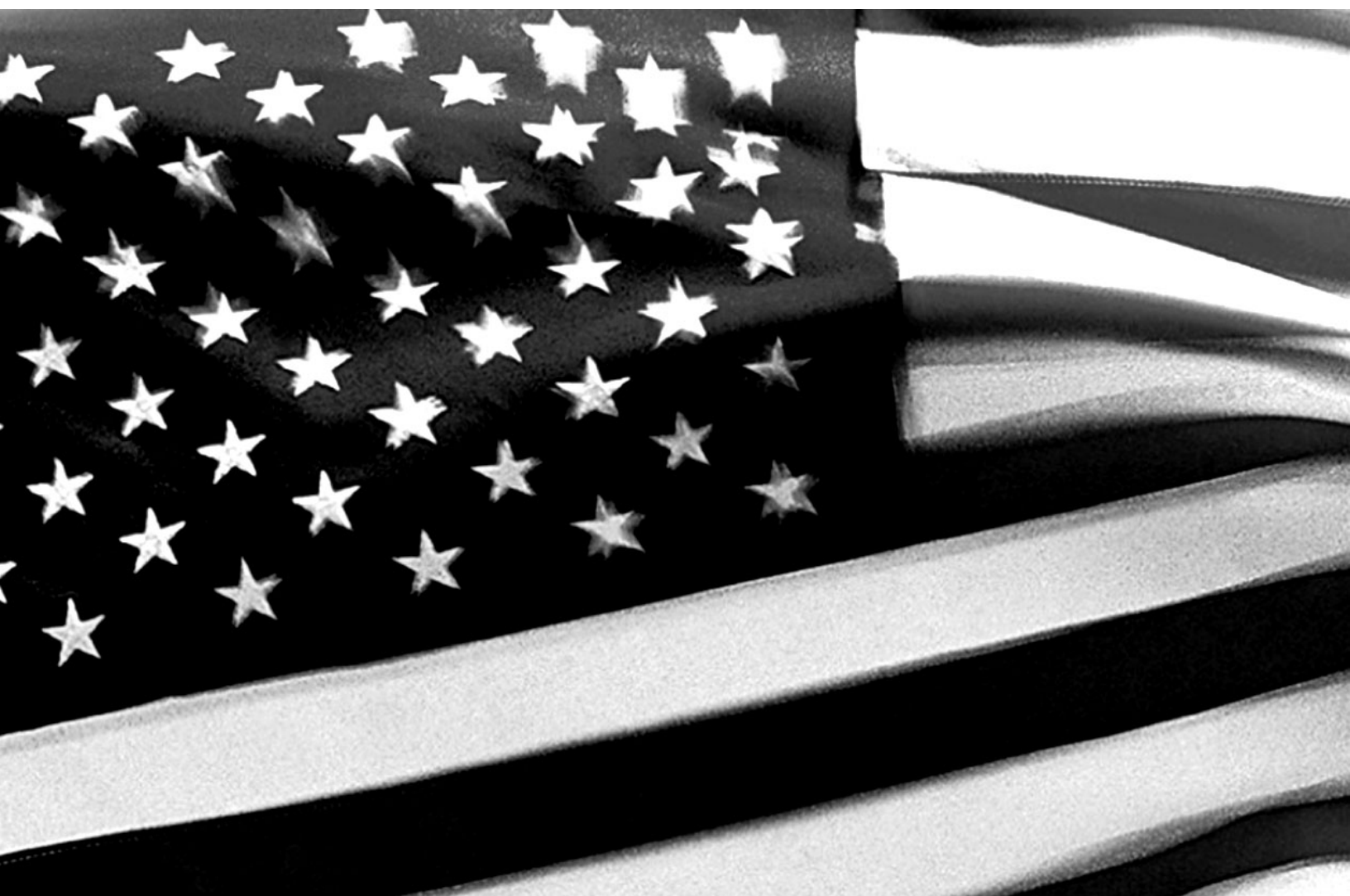


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1. INTRODUCTION

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes in order to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-17 process.

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students, exchange visitors (EVs), and their dependents in the United States. SEVIS is an Internet-based application for electronically monitoring and reporting on these individuals. SEVIS allows schools and program sponsors to transmit electronic information to the Department of Homeland Security (DHS) and Department of State throughout a student's or EV's program in the United States.

SEVIS allows schools to submit school certification applications, update certification information, submit updates to DHS that require adjudication, submit recertification applications, and create and update F-1 (academic) and M-1 (vocational) student and dependent records.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password enabling users to submit changes to the school's electronic Form I-17, Petition for Approval of School for Attendance by Non-Immigrant Students, in SEVIS.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/or disclosure of this information.

Exhibit 1: Criminal Penalties

Criminal Penalties

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

1.3 Security Reminder

SEVIS was developed to maintain multiple levels of security in both the real-time and batch systems to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others.

If you suspect that your password has been compromised, you can reset it using the **Change Password** or **Request Password Reset** link on the *SEVIS Login* screen located at <https://egov.immigration.gov/sevis/>. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. – 8 p.m. EST, Monday – Friday) to have your password reset.

If you believe that an unauthorized person has obtained access to international student or exchange visitor data in one of your internal systems (for example, local batch system) or if you believe an unauthorized person has gained access to SEVIS, please notify the DHS Help Desk immediately at (888) 347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at (800) 892-4829 (8 a.m. – 8 p.m. EST, Monday – Friday). When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the PDSO/DSO, RO/ARO, and school or program technical and security contacts, as appropriate.

The DHS Help Desk will contact the Student and Exchange Visitor Program (SEVP) immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing new SEVIS user IDs and

passwords as well as loading new security certificates for the SEVIS batch upload process, if applicable. Additionally, school and sponsor officials who believe that their internal systems may have been compromised should follow their local formal security procedures.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the SEVP office at (202) 305-2346.

1.4 Disclaimer

All people, schools, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

1.5 Glossary

Appendix A, Acronyms and Abbreviations, includes a list of abbreviations and acronyms used in this document.

2. DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Section 2.4, Update an Application (Form I-17), provides directions for updating a school's application. Section 2.5, Recertification Application (Form I-17) Overview, provides directions for initiating, updating, saving a draft of, and submitting a recertification application.

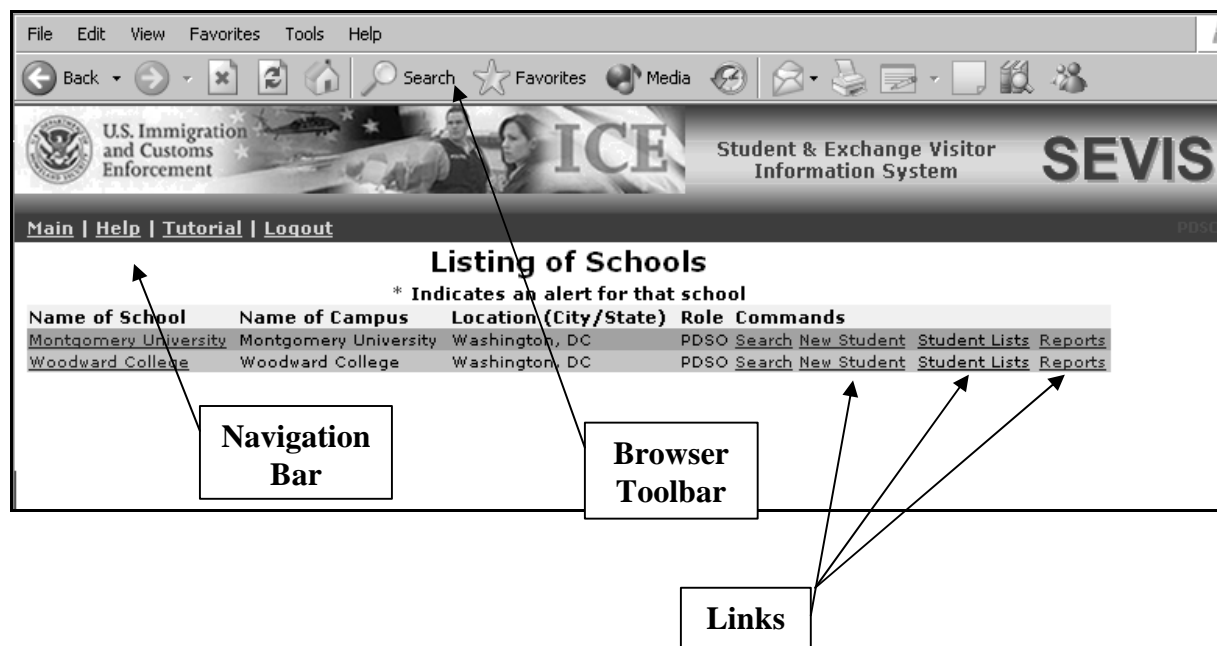
2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, Listing of Schools Screen, is an example of a screen that displays when users log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the listing of schools. The screen components are labeled with the terms used in this manual.

Note: If you have access to more than one school/campus, all schools will be listed on the *Main* screen. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a screen (Exhibit 6) that has two links: **Listing of Schools** and **Listing of Programs**. You would then click the **Listing of Schools** link to access the *Listing of Schools* screen, which lists all schools and/or campuses to which you are assigned.

Exhibit 2: Listing of Schools Screen



2.1.1 SEVIS Screen Components

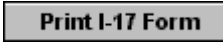



The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.
Note: Do not use the **Back** button on the browser toolbar to navigate through the system.
- **Navigation Bar**—The navigation bar lists the following functions:
 - **Main**—Used to access the *Listing of Schools* screen or, if you perform as a school user and a program sponsor, the screen where you select either the Listing of Schools or Listing of Programs
 - **Help**—Used to access Online Help for SEVIS
 - **Tutorial**—Used to view a demonstration of how to use SEVIS
 - **Logout**—Used to exit the system
- **Links**—Click on underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data display.

- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
 - **Command Buttons**—Click to execute a command. For example, clicking the  button enables you to print a copy of the Form I-17.
 - **Radio Buttons** —Click to make a selection. Only one radio button may be selected at a time.
- **Other Input methods**
 - **Check Boxes** —Click to make one or more selections.
 - **Drop-Down Lists** —Click the down arrow to display a list and then make a selection.

2.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected.


To use the Online Help, perform the following steps:

1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Online Help text for that topic in the right panel.

Note: The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

2.2.1 Online Help Index

To use the index, perform the following steps:

1. Click the **Index** () button.
2. Enter a keyword or partial keyword in the text box provided,
or
Scroll through the list using the scroll bar on the right side of the left panel.
3. Select a keyword to view the help topic associated with it in the right panel. If you select a keyword associated with multiple topics, a small selection list displays; select the appropriate topic from the list and the information displays in the right panel.

2.2.2 Search Online Help





To search on a word or phrase, perform the following steps:

1. Click the **Search** () button.

2. Type search criteria in the text box provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered, if any.
3. Click a topic name to view the Online Help text for that topic in the right panel.


2.2.3 Hide/Show the Left Panel

To hide and show the left panel, perform the following steps:


1. Click the **Hide** () button in the upper-right corner of the left panel to hide the left panel.
2. Click the **Contents** (), **Index** (), or **Search** () button to restore the left panel.

2.2.4 Jumps

Click an underlined word or phrase to see a jump to a new topic. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When finished viewing the page, click the **Close** () button in the upper-right corner of the browser window.

2.2.5 Close Online Help

Close Online Help by clicking the **Close** () button in the upper-right corner of the *Help* screen.


2.2.6 Printing Online Help Topics

Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

2.2.6.1 Internet Explorer Users

To print an Online Help topic using the Internet Explorer browser, perform the following steps:


1. Click anywhere in the right panel.
2. Click the **Print** () icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.

2.2.6.2 Netscape Users

To print an Online Help topic using the Netscape browser, perform the following steps:

1. Click anywhere in the right panel.
2. Click the **Print** () icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

or

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

Note: Netscape has modified its printing procedures for Version 7.0. Appendix B, *Printing Instructions for Netscape Version 7.0*, provides the updated instructions.

2.2.7 Tutorials

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the screens of the demonstration.

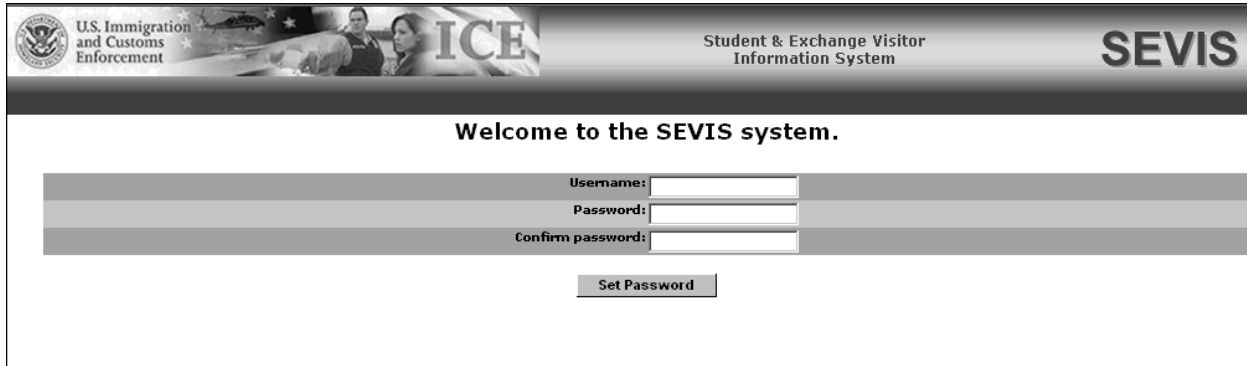
Note: The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a 1024x768 monitor setting.

2.3 Accessing SEVIS

SEVIS requires the use of Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat Version 5.0 or higher. You must have a user ID and password to access SEVIS. When approved to use SEVIS, you receive two email messages, one containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following steps:

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 3, *Set Password Screen*, is an example of the screen.

Exhibit 3: Set Password Screen



Welcome to the SEVIS system.

Username:

Password:

Confirm password:

2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Specific password guidelines are provided in the email message you received from SEVIS. Section 2.3.1, Guidelines for Passwords, provides general password guidelines.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password.
6. Click **OK** and the system displays the *SEVIS Login* screen.

Note: After creating your password, use the *SEVIS Login* screen (<https://egov.immigration.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

2.3.1 Guidelines for Passwords

The email you receive from SEVIS when your school is approved provides the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change your password. See Section 2.3.1.1, Change Password Every 90 Days, for instructions.
- You may voluntarily change your password as often as once a week. See Section 2.3.1.2, Change Password Voluntarily, for instructions.
- If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** or **Request Password Reset** link, contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. – 8 p.m. EST, Monday – Friday) to have your password reset.

- If your SEVIS user ID and password are suspended, use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. – 8 p.m. EST, Monday – Friday) to have your access reinstated.
- Do not share your user ID and password.

2.3.1.1 Change Password Every 90 Days

You must change your password every 90 days. After 75 days, when you log into SEVIS the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will be displayed. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. To change your password, follow the guidelines in Section 2.3.1, Guidelines for Passwords.

To change your password, perform the following steps:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.
Note: You cannot reuse your previous six passwords.
3. Reenter your new password in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to display the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

2.3.1.2 Change Password Voluntarily

You may voluntarily change your password as often as once a week, using the **Change Password** link on the *SEVIS Login* screen. To change your password, perform the following steps:

1. Click the **Change Password** link on the *SEVIS Login* screen. The system displays the *Change Password* screen.
2. Enter your SEVIS user ID in the **User Name** field.
3. Enter your current password in the **Old Password** field.
4. Enter your new password in the **New Password** field.
Note: You cannot reuse your previous six passwords.
5. Reenter your new password in the **Confirm New Password** field.
6. Click the **Change Password** button. The system displays the *SEVIS Login* screen. Be sure to use your new password when logging into SEVIS.

Note: If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the *SEVIS Login* screen, use the

Request Password Reset link or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. – 8 p.m. EST, Monday – Friday) to have your password reset.

2.3.2 Request Password Reset

The Request Password Reset option is available for users to request a new SEVIS password. Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.

To request to have your password reset, perform the following steps:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays informing you that the request has been submitted to SEVIS.

Note: An email is sent to the email address associated with the SEVIS user ID. It provides instructions for creating a new SEVIS password.

2.3.3 Log Into SEVIS

When you access SEVIS via the Internet (<https://egov.immigration.gov/sevis/>), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Login* screen. Exhibit 4, SEVIS Login Screen, is an example of the screen.

Note: After creating your password, you will use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

Exhibit 4: SEVIS Login Screen

OMB 1115-0252

Student & Exchange Visitor Information System (SEVIS)

WARNING

This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated the Student and Exchange Visitor Information System (SEVIS) to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

User Name:

Password:

[Register for New Account](#)
[Change Password](#)
[Request Password Reset](#)

To log into SEVIS, perform the following steps:

1. Access the *SEVIS Login* screen (<https://egov.immigration.gov/sevis/>).
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice displays as shown in Exhibit 5, SEVIS Compliance Agreement Notice. Read the notice and click the **I Agree** button to advance to the *Listing of Schools* screen and begin performing SEVIS tasks. Otherwise, the system displays the *Listing of Schools* screen for the school user.

Note: The *SEVIS Login* screen has a **Reset** button that clears the fields. The screen also includes a link to create a new account (addressed in further detail in the User Manual for Temporary Users of the Student and Exchange Visitor Information System). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. Section 2.3.1.2, Change Password Voluntarily, provides the instructions for using the **Change**

Password link. Section 2.3.2, Request Password Reset, provides the instructions for using the **Request Password Reset** link.

Exhibit 5: SEVIS Compliance Agreement Notice

The screenshot shows the SEVIS interface with a header bar containing the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text 'Student & Exchange Visitor Information System' and 'SEVIS'. A navigation bar at the top has a 'Logout' link on the left and 'PDSQ' on the right. The main content area is titled 'School Official Compliance Agreement' and contains the following text:

I have read the INS regulations relating to:

1. Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)
2. Change of nonimmigrant classification for students: 8 CFR 248
3. School Approval: 8 CFR 214.3
4. Withdrawal of school approval: 8 CFR 214.4

I will comply with these regulations at all times.

At the bottom of the agreement box are two buttons: 'I Agree' and 'Logout'.

Exhibit 6, Main Screen for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. An example of the *Listing of Schools* screen is shown in Exhibit 2.

Exhibit 6: Main Screen for School and Program Sponsor User

The screenshot shows the SEVIS interface with the same header bar as Exhibit 5. The navigation bar has a 'Logout' link on the left and 'RO, DSQ' on the right. The main content area is titled 'Click one of the following:' and contains two links: 'Listing of Schools' and 'Listing of Programs'. Below these links is a note: 'To return to this screen at any time, click "Main" on the navigation bar at the top of any screen.'

2.3.4 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in Exhibit 7, Logout Link. If you are entering data, click either the **Save** button or the **Next** button to ensure that no data are lost before you click the **Logout** link.

Exhibit 7: Logout Link



WARNING: If you click the **Close** (X) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

2.4 Update an Application (Form I-17)

After logging into the system, the *Listing of Schools* screen displays. The PDSO and DSO can perform updates to a school’s application by clicking the appropriate link in the **Name of School** column. Exhibit 8, Listing of Schools Screen, is an example of a screen that displays for a school official who is a PDSO at two schools.

Exhibit 8: Listing of Schools Screen

The screenshot shows the "Listing of Schools" screen. At the top is the same header as in Exhibit 7. Below the header is a navigation bar with links: "Main | Help | Tutorial | Logout". The main content area is titled "Listing of Schools". Below the title, there are two lines of text: "* Indicates an alert for that school" and "@ Indicates that the PDSO of the main campus has to apply/pay fees for recertification". Below this is a table with columns: "Name of School", "Name of Campus", "Location (City, State)", "Role", and "Commands".

Name of School	Name of Campus	Location (City, State)	Role	Commands
Bowie Technical College	Bowie Technical College	Bowie, DC	PDSO	Search New Student Student Lists Reports
Whitmore College	Whitmore College	Washington, DC	PDSO	Search New Student Student Lists Reports

Note: To return to the *Listing of Schools* screen, when on other screens within SEVIS, click the **Main** link on the navigation bar. If you act as both a school official and program sponsor official, you may also click the **Listing of Programs** or **Listing of Schools** link on the navigation bar.

Certain fields on the application can be updated without DHS approval. If the updated field does not require adjudication, SEVIS informs you that the update was completed successfully. However, submitted changes for other fields must be reviewed and approved by a DHS user in SEVIS. You **DO NOT** need to send any additional information to DHS unless specifically contacted and requested to do so.

As DHS adjudicates the updates to the application, the following outcomes are possible:

- If the updates are approved, the school officials receive approval notification via email.

- If additional information is required for processing the updates, the school officials receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the school officials receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, a DHS user will contact the school officials with more specific information regarding the denial.



The fields that require adjudication are as follows:

- Approval for Attendance of Students Under...(F, M, or Both)
- Name of School System
- Name of Main Campus
- Mailing Address of the School
- Location of the School
- School Type
- Public/Private School Type indicator
- Private School Owner Name
- This school is engaged in
- The school operates under the following federal, state, local, or other authorization
- This school has been approved by the following national, regional, or state accrediting association or agency
- Areas of study
- List the degrees available from this school, including
- If the school is engaged in elementary or secondary education
- If the school is engaged in higher education
- If the school is engaged in vocational or technical education
- This school is/is not engaged in English language training
- Adding or deleting campuses
- Campus Name
- Campus Mailing Address
- Campus Location Address

After you click on the name of the school from the *Listing of Schools* screen, the *School Information* screen displays, as depicted in Exhibit 9, School Information Screen. The following links may display on this screen depending on your role and previous actions taken:

- **Edit School**—This link is always available unless you have initiated or submitted your recertification application. It allows you to edit the school's information on the electronic Form I-17. See Section 2.4.2, Update Page 1 of an Application (Form I-17), through Section 2.4.6.5, Submit Updates to an Application (Form I-17), for more details.
- **View Submitted Update**—This link is only available if you have submitted changes to your school's electronic Form I-17 that have not yet been adjudicated by DHS.
- **View Draft Update**—This link is only available if you have made changes to your electronic Form I-17 but have not yet submitted them to DHS for adjudication.
- **Apply for Recertification**—This link is only available to the PDSO of the main campus if this school is due for recertification. See Section 2.5, Recertification Application (Form I-17) Overview, for more details.
- **View Draft Recertification Application**—This link is only available if you have initiated and saved a draft of your recertification application but have not yet submitted it to DHS for adjudication.
- **View Submitted Recertification Application**—This link is only available if you have submitted your school's recertification application and it has not yet been adjudicated by DHS.
- **Enter Pay.Gov Tracking ID**—This link is only available to the PDSO of the main campus after he/she has submitted the school's recertification application and the Pay.Gov tracking ID has not yet been recorded. See Section 2.6.3, Enter Pay.Gov Tracking ID at Time of Submission of Recertification Application, and Section 2.6.4, Enter Pay.Gov Tracking ID After Submission of Recertification Application, for more details.
- **Change Officials**—This link is only available to PDSOs after you have submitted your recertification application and it has not yet been adjudicated by DHS. See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application (Form I-17), through Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application (Form I-17), for more details.
- **Register for Batch Processing**—This link is always available for PDSOs. See Section 2.7, Register to Use SEVIS Batch Interface, for more details.

Exhibit 9: School Information Screen

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS																																																										
Main Help Tutorial Logout				PDSO																																																										
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px; margin-bottom: 10px;">Print I-17 Form</div> <h3 style="text-align: center;">Whitmore College</h3> <div style="display: flex;"><div style="width: 20%;">Actions: Edit School Register for Batch Processing</div><div style="width: 80%;"><table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Certification Expiration Date:</td><td>09/21/2006</td></tr><tr><td>School Status:</td><td>APPROVED</td></tr><tr><td>Current School Code:</td><td>WAS214F46846000</td></tr><tr><td>Previous School Code:</td><td>N/A</td></tr><tr><td>Seeking Approval for:</td><td>Academic and Language students Vocational Students</td></tr><tr><td>Mailing Address:</td><td>1684 Greenwich Drive Washington, DC 20001</td></tr><tr><td>Telephone Number:</td><td></td></tr><tr><td>Fax Number:</td><td></td></tr><tr><td>Location Address:</td><td>1684 Greenwich Drive Washington, DC 20001</td></tr><tr><td>Type of Institution:</td><td>Public</td></tr><tr><td>This School is Engaged in:</td><td>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</td></tr><tr><td>School's Sessions are Primarily Based on:</td><td>Semesters</td></tr><tr><td>School Established on:</td><td>06/27/1965</td></tr><tr><td>School Operates Under the Following Authorization:</td><td>None</td></tr><tr><td>School is Approved Under the Following Association or Agency:</td><td>None</td></tr><tr><td>Areas of Study:</td><td>LIBERAL ARTS</td></tr><tr><td>Degrees Available:</td><td>BACHELOR OF FINE ARTS</td></tr><tr><td>Primary Education:</td><td>Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.</td></tr><tr><td>Higher Education Conferring Degrees:</td><td>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</td></tr><tr><td>Credit Transfer:</td><td>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</td></tr><tr><td>English Language Training:</td><td>English language training, it is engaged in English language training.</td></tr><tr><td>Other Education:</td><td>Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.</td></tr><tr><td>Sessions are Held:</td><td>Day</td></tr><tr><td>Requirements for Admission:</td><td>Placement exam</td></tr><tr><td>Courses of Study and Time Necessary to Complete:</td><td>120 study hours</td></tr><tr><td>Requirements for Graduation:</td><td>Successful completion of coursework</td></tr><tr><td>Causes for Expulsion:</td><td>conviction of a felony</td></tr><tr><td>Average Annual Numbers:</td><td>Classes - 500 Students - 25,000 Teachers and Instructors - 550 Non-Teaching Employees - 150</td></tr><tr><td>Average Annual Cost of Room, Board, and Tuition Per Student:</td><td>\$4,500.00</td></tr></table></div></div>					Certification Expiration Date:	09/21/2006	School Status:	APPROVED	Current School Code:	WAS214F46846000	Previous School Code:	N/A	Seeking Approval for:	Academic and Language students Vocational Students	Mailing Address:	1684 Greenwich Drive Washington, DC 20001	Telephone Number:		Fax Number:		Location Address:	1684 Greenwich Drive Washington, DC 20001	Type of Institution:	Public	This School is Engaged in:	HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)	School's Sessions are Primarily Based on:	Semesters	School Established on:	06/27/1965	School Operates Under the Following Authorization:	None	School is Approved Under the Following Association or Agency:	None	Areas of Study:	LIBERAL ARTS	Degrees Available:	BACHELOR OF FINE ARTS	Primary Education:	Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.	Higher Education Conferring Degrees:	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.	Credit Transfer:	Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.	English Language Training:	English language training, it is engaged in English language training.	Other Education:	Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.	Sessions are Held:	Day	Requirements for Admission:	Placement exam	Courses of Study and Time Necessary to Complete:	120 study hours	Requirements for Graduation:	Successful completion of coursework	Causes for Expulsion:	conviction of a felony	Average Annual Numbers:	Classes - 500 Students - 25,000 Teachers and Instructors - 550 Non-Teaching Employees - 150	Average Annual Cost of Room, Board, and Tuition Per Student:	\$4,500.00
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2.4.1 Guidelines for Updating an Application (Form I-17)

The following guidelines are applicable to submitting changes to your school's application:



- **Viewing**
 - You can view your school's record with the approved school data.
 - You can view the pending updates to your school's application while it is awaiting adjudication. The system will highlight the fields that are pending adjudication.
- **Additional Changes**
 - Once you submit an update for the school that requires DHS adjudication, you may not submit another update that requires DHS adjudication until the previous request has been adjudicated. The applicable check boxes, radio buttons, and text boxes will be read-only or inactive. However, you may make additional updates to fields that do not require adjudication.
 - Updates to all other fields regarding the school's information can be submitted by either a PDSO or DSO, and will be automatically reflected as changes in the system. The PDSO can also make changes, additions, and deletions to school official information, for example, without DHS review.
- **Recertification**
 - All draft updates and updates pending adjudication will be canceled once the PDSO of the main campus initiates the school's recertification application. (See Section 2.5.1, Initiate a Recertification Application [Form I-17].) However, these changes will be incorporated into the draft recertification application.
 - After the recertification application has been submitted but before adjudication, the only change allowed is that the PDSO of the main campus may add, update, and delete officials, and assign roles to officials. (See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application [Form I-17], through Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17].) Any changes to officials while the recertification application is pending adjudication necessitates the PDSO printing, signing, and sending to DHS a copy of the changed application.

2.4.2 Update Page 1 of an Application (Form I-17)

The *Listing of Schools* screen contains a list of each school or campus for which you act as a designated official. To access the application for a school or campus, perform the following steps:

1. On the *Listing of Schools* screen, click the link for the school whose application you wish to view. The system displays the data for the selected school.
2. To update the application, click the **Edit School** link on the left side of the screen. The system displays the existing data for the school on Page 1 of the application. Exhibit 10, Contact Information (Page 1 of 5), is an example of Page 1 of the electronic Form I-17.

Exhibit 10: Contact Information (Page 1 of 5)

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout				
Contact Information [Page 1 of 5]				
Required fields are marked with an asterisk (*)				
<div><div>1. * Approval for attendance of students under:</div><div><input checked="" type="checkbox"/> Section 101(a)(15)(f) of the Act (academic and language students) <input checked="" type="checkbox"/> Section 101(a)(15)(m) of the Act (vocational students)</div></div>				
<div>2. * Name of School System:</div> <div>Whitmore College</div>				
<div>2a. * Name of Main Campus:</div> <div>Whitmore College</div>				
<div>3. Mailing Address of the School:</div> <div><div>* Address 1:1684 Greenwich Drive</div><div>* Address 2:</div><div>* City:Washington</div><div>* State:DISTRICT OF COLUMBIA</div><div>* Zip Code:20001</div><div>Fax Number:() -</div><div>Telephone Number:() - ext. </div></div>				
<div>4. Location of the School(if different from mailing address):</div> <div><div>Address 1:1684 Greenwich Drive</div><div>Address 2:</div><div>City:Washington</div><div>State:DISTRICT OF COLUMBIA</div><div>Zip Code:20001</div></div>				
<div>5. * School Type: Public Institution</div> <div>Name and Address of Owner (For PRIVATE Schools ONLY):</div> <div><div>* Private School Owner Name:</div><div>* Address 1:</div><div>Address 2:</div><div>* City:</div><div>* State:</div><div>* Zip Code:</div></div>				
<div><div>Save Draft</div><div>Reset Values</div><div>Next</div><div>Print I-17 Form</div></div>				
Public Reporting Burden				
<small>A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Immigration and Naturalization Service, HQPD1, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS.</small>				
<small>09/23/2004 (Thursday)</small>				

3. You may add or delete the current information to reflect changes to the application (Form I-17). Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 1, you may make changes to any of the following data:

Section/Field	Description/Explanation
* 1. Approval for Attendance of Students Under	<p>Click in the appropriate checkbox(es). Academic and language non-immigrant students can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. Vocational students can be admitted to schools approved under section 101(a)(15)(m). The application should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students.</p> <p>Note: The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same application.</p> <p>Note: Updates to this field require review and approval by DHS.</p>
* 2. Name of School System	<p>Enter the school or school system's complete, official name, without abbreviations. This is the school system name that prints on the student's Form I-20, followed by the campus name.</p> <p>Note: Updates to this field require DHS review and approval.</p>
* 2a. Name of Main Campus	<p>Enter the name of the school or campus that is considered the primary campus on the application. This also prints on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will display here. If not, the main campus may have the same name as the school system. In this case, you should enter the same information in the Name of School System and Name of Main Campus fields.</p> <p>Note: Updates to this field require DHS review and approval.</p>

Section/Field	Description/Explanation
3. Mailing Address of the School	Enter the address to which mail for the main campus should be sent. This address may contain a post office box number. Note: There is a separate field on a following page in which the mailing addresses of additional campuses should be entered.
* Address 1	Enter the first line of the address for the main campus.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
Fax Number	Enter a valid fax number for the main campus.
Telephone Number	Enter a valid telephone number for the main campus.
4. Location of the School	The physical location of the main campus. This address may not contain a post office box number. Note: Updates to this field require DHS review and approval.
Address 1	Enter the first line of the location address for the main campus.
Address 2	Enter the second line, if needed, of an address, typically a building name.
City	Enter the appropriate city.
State	Select the appropriate state.
Zip Code	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
* 5. School Type	A school may be either public or private. Note: Updates to this field require DHS review and approval.
Name and Address of Owner	If Private Institution is selected in Field 5, you must complete the following fields.

Section/Field	Description/Explanation
* Private School Owner Name	If the owner is a person, enter his/her name. If the owner is an institution (for example, a company or a non-profit organization such as a church), enter the name of the institution. Note: Updates to this field require DHS review and approval.
* Address 1	Enter the first line of an address, typically a number and street name, for the school owner.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
* City	Enter the unabbreviated name of a city.
* State	Select the appropriate state.
* Zip Code	Enter a valid five-digit postal code; the last four digits are optional.



4. Click one of the following buttons:

Save Draft	After completing the required fields on Page 1, you may click this button to save the data that you have added or changed on this page. Note: You do not need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have added or changed, ensures that all the required fields have been completed, and advances you to Page 2 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print I-17 Form	Click this button to print a copy of the application.

2.4.3 Update Page 2 of an Application (Form I-17)

The current program/course data for your school are displayed on Page 2 of the application (Form I-17). Exhibit 11, Program/Course Information (Page 2 of 5), is an example of the page.

Exhibit 11: Program/Course Information (Page 2 of 5)

	U.S. Immigration and Customs Enforcement		Student & Exchange Visitor Information System	SEVIS
Program/Course Information [Page 2 of 5]				
Required fields are marked with an asterisk(*)				
6. * This school is engaged in (check all that apply):				
<input type="checkbox"/> PRIVATE ELEMENTARY SCHOOL				
<input type="checkbox"/> PRIVATE MIDDLE SCHOOL				
<input type="checkbox"/> PRIVATE HIGH SCHOOL(grades 9-12)				
<input type="checkbox"/> PUBLIC HIGH SCHOOL (grades 9-12)				
<input type="checkbox"/> VOCATIONAL OR TECHNICAL EDUCATION (other than high school)				
<input type="checkbox"/> FLIGHT TRAINING				
<input type="checkbox"/> LANGUAGE TRAINING				
<input checked="" type="checkbox"/> HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)				
<input type="checkbox"/> OTHER (specify) <input type="text"/>				
7. * This school's sessions are based on:				
<input checked="" type="checkbox"/> Semesters				
<input type="checkbox"/> Trimesters				
<input type="checkbox"/> Quarters				
<input type="checkbox"/> Other (specify) <input type="text"/>				
8. * Date registration begins for EACH session during a calendar year (fill out only those necessary):				
Session 1	JANUARY	01	Session 11	
Session 2	JUNE	01	Session 12	
Session 3			Session 13	
Session 4			Session 14	
Session 5			Session 15	
Session 6			Session 16	
Session 7			Session 17	
Session 8			Session 18	
Session 9			Session 19	
Session 10			Session 20	
9. * Date school was established (MM/DD/YYYY):				
<input type="text" value="06/27/1965"/>				
10. * The school operates under the following federal, state, local, or other authorization (if none, enter "None"):				
<input type="text" value="None"/>				
11. * The school has been approved by the following national, regional, or state accrediting association or agency (if none, enter "None"):				
<input type="text" value="None"/>				
12. * Areas of Study (check all that apply):				
<input checked="" type="checkbox"/> LIBERAL ARTS				
<input type="checkbox"/> FINE ARTS				
<input type="checkbox"/> LANGUAGE				
<input type="checkbox"/> RELIGIOUS				
<input type="checkbox"/> PROFESSIONAL STUDIES				
<input type="checkbox"/> VOCATIONAL OR TECHNICAL TRAINING				
<input type="checkbox"/> FLIGHT TRAINING				
<input type="checkbox"/> SCIENCE				
<input type="checkbox"/> EDUCATION				
<input type="checkbox"/> BUSINESS				
<input type="checkbox"/> ENGINEERING				
<input type="checkbox"/> OTHER (specify) <input type="text"/>				
<input type="button" value="Save Draft"/>		<input type="button" value="Prev"/>		<input type="button" value="Reset Values"/>
<input type="button" value="Next"/>		<input type="button" value="Print I-17 Form"/>		
09/23/2004 (Thursday)				

1. You may add or delete the current information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 2, you may make changes to any of the following data:

Section/Field	Description/Explanation
* 6. This school is engaged in	Check all options that apply. If Other is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark. Note: Updates to this field require DHS review and approval.
* 7. This school's sessions are based on	Check all options that apply. If Other is selected, you must enter an explanation in the text box. The text box should also be used to notify DHS when the school has more than 20 session begin dates to enter in Section 8, "date registration begins."
* 8. Date registration begins for EACH session during a calendar year	For each session currently offered by a school during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month/day pairs. If you need to enter more than 20, make a note to that effect in the Other (Explain) text box of Section 7, "This school's sessions are based on," and a DHS official will contact you for more information, if necessary.
* 9. Date school was established	Enter the date on which the school began operations in MM/DD/YYYY format.
* 10. The school operates under the following federal, state, local, or other authorization	Provide a summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box. Note: Updates to this field require DHS review and approval.
* 11. The school has been approved by the following national, regional, or state accrediting association or agency	Enter the name of the organization, if any, that has accredited the school. If none, enter "None" in the text box. Note: Updates to this field require DHS review and approval.
* 12. Areas of study	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the check box next to the appropriate area of study. To remove the check mark, click in the check box again. If Other is selected,

Section/Field	Description/Explanation
	provide an explanation in the text box. Note: Updates to this field require DHS review and approval.

2. Click one of the following buttons:

Save Draft	After completing the required fields on Page 2, you may click this button to save the data that you have added or changed on this page. Note: You do not need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the application. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page are lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have added or changed, ensures that all the required fields have been completed, and advances you to Page 3 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print I-17 Form	Click this button to print a copy of the application.

2.4.4 Update Page 3 of an Application (Form I-17)

The current contact data for your school are displayed on Page 3 of the application. Exhibit 12, Contact Information (Page 3 of 5), is an example of the page.

Exhibit 12: Contact Information (Page 3 of 5)

ICE

U.S. Immigration
and Customs
Enforcement

Student & Exchange Visitor
Information System

SEVIS

Main | Help | Tutorial | LogoutPage 3 of 5

Contact Information [Page 3 of 5]

Required fields are marked with an asterisk (*)

13. * List the degrees available from this school:

☐ AA DEGREE

☐ AS DEGREE

☐ BA DEGREE

☐ DOCTOR OF EDUCATION

☐ BACHELOR OF SCIENCE

☒ BACHELOR OF FINE ARTS

☐ BACHELOR OF BUSINESS ADMINISTRATION

☐ BACHELOR OF SCIENCE IN EDUCATION

☐ MASTER OF ARTS

☐ MASTER OF SCIENCE

☐ MASTER OF BUSINESS ADMINISTRATION

☐ DOCTOR OF PHILOSOPHY

☐ MEDICAL DOCTOR

☐ JURIS DOCTOR

☐ OTHER

Specify (If none, enter "None"):

14. *Select as appropriate:

If the school is engaged in elementary or secondary education, it does qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it does confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits are recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.

The school is engaged in English Language Training.

15. *Sessions are held as follows:

☒ Day

☐ Night

16. *Requirements for admission:

Placement exam

17. *Courses of study and time necessary to complete each:

120 study hours

18. *Requirements for graduation:

Successful completion of coursework

19. *Causes for expulsion:

conviction of a felony

20. *Average annual number of (enter numbers without comma separators):

Classes: 500

Teachers or instructors: 550

Students: 25000

Non-teaching employees: 150

21. *Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):

\$ 4500

Save Draft

Prev

Reset Values

Next

Print I-17 Form

09/23/2004 (Thursday)

1. You may add or delete the current information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each

section/field. An * (asterisk) precedes the fields that must be completed. To update Page 3, you may make changes to any of the following data:

Field	Description/Explanation
* 13. List the degrees available from this school	<p>Select only the degrees that your school will offer to foreign students. Select all options that apply. If Other is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select Other and enter “high school diploma,” or a similar appropriate description. If your school does not issue degrees, enter “None” in the text box.</p> <p>Note: Updates to this field require DHS review and approval.</p>
* 14. Select as appropriate	<p>Although more than one field may be completed, generally you should complete only one of the fields listed for Section 14.</p> <p>Note: Updates to this section require DHS review and approval.</p>
If the school is engaged in elementary or secondary education	<p>If your school provides elementary/secondary education, select “does” or “does not” to indicate if your school qualifies its graduates for acceptance by accredited schools of higher education. Leave this field blank if your school is engaged in higher education, vocational/technical training, or English Language training.</p> <p>Note: Updates to this field require DHS review and approval.</p>
If the school is engaged in higher education	<p>As a college/university, select “does” or “does not” to indicate if your school confers recognized degrees. Also indicate if its credits “are” or “are not” transferable to degree-conferring institutions. Both fields in this section must be completed if your school is engaged in higher education. Leave these fields blank if your school is engaged in elementary/secondary, technical/vocational, or English Language education.</p> <p>Note: This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees.</p> <p>Note: Updates to this field require DHS review and approval.</p>

Field	Description/Explanation
If the school is engaged in vocational or technical education	As a technical/vocational school, select “ does ” or “ does not ” to indicate if your school qualifies its graduates for employment in the occupations for which preparation is offered. Leave this field blank if your school is engaged in elementary/secondary, college/university, or English Language education. Note: Updates to this field require DHS review and approval.
The school (is, is not) engaged in English language training	If your school exclusively offers an English language course, such as English Language schools, or includes English language training as part of another program, select “ is. ” Otherwise, select “ is not ” even though the school may provide remedial English instruction for students whose English skills are weak. Note: Updates to this field require DHS review and approval.
* 15. Sessions are held as follows	Select whether your school conducts its classes during the day and/or at night.
* 16. Requirements for admission	You must include a summary of your school’s requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information. Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* 17. Courses of study and time necessary to complete each	Provide a general listing of a school’s courses of study and the time, in weeks, months, or years, needed to complete each. Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* 18. Requirements for graduation	Summarize your school’s requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field.

Field	Description/Explanation
	<p>You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* 19. Causes for expulsion	<p>Provide the general reasons that would be considered causes for a student to be expelled from your school.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* 20. Average annual number of	<p>Enter the average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if your school does not maintain a running average for each category.</p> <p>Note: This field should include an estimate of actual classes taught rather than course types or programs offered.</p>
* 21. Approximate annual cost of room, board, tuition, etc. per student	<p>Enter the approximate amount of money an individual student spends at your school, per year, for room, board, tuition, and related fees.</p> <p>Note: You must round up to the nearest dollar. The system does not accept the decimal point.</p>

2. Select from one of the following buttons:

Save Draft	<p>After completing the required fields on Page 3, you may click this button to save the data that you have added or changed on this page.</p> <p>Note: You do not need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.</p>
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Prev (Previous)	Click this button to return to the previous page of the application. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page are lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have added or changed, ensures that all the required fields have been completed, and advances you to Page 4 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print I-17 Form	Click this button to print a copy of the application.

2.4.5 Update Page 4 of an Application (Form I-17)

The current list of officials for this school is shown on Page 4 of the application. Exhibit 13, School Official Information (Page 4 of 5), is an example of this screen.

Note: Only a PDSO may add or delete school officials, and update their records in SEVIS.

Exhibit 13: School Official Information (Page 4 of 5)

Official Name	Title	Telephone	Email Address	Command
Barry Channing	President	555-555-5555 ext.	barry.channing@wc.edu	Update Delete

[Add New Official](#) [Add Existing Official](#)

[Prev](#) [Next](#) [Print I-17 Form](#)

Using Page 4 of the electronic application, the PDSO may do the following:

- Add new officials to the application for this school or campus (Section 2.4.5.1, Add New Officials to an Application [Form I-17]). A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials).
- Add existing school officials to the school's application (Section 2.4.5.2, Add Existing Officials to an Application [Form I-17]). Existing school officials are those who have a SEVIS ID and are currently associated with another school or program—not an existing user in your school or program. You will assign these users additional roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials).

- Update an official's information in SEVIS (Section 2.4.5.3, Update an Official's Information).
- Delete users from SEVIS (Section 2.4.5.4, Delete an Official From an Application [Form I-17]).

The procedures for completing these tasks are addressed in the following sections.

Note: Prior to the departure of a PDSO from your school, he/she should access SEVIS and assign the PDSO role to an existing DSO. Then, the departing PDSO should assign himself/herself the role of DSO. The new PDSO may then access SEVIS and delete the departing official's record from SEVIS (see Section 2.4.5.4, Delete an Official From an Application [Form I-17]). If the PDSO has left the school, attempt to contact the person and request that he/she log into SEVIS and assign the role to an existing DSO. If you encounter problems attempting to assign a new PDSO to your school, contact the SEVIS Help Desk at 1-800-892-4829 (8 a.m. – 8 p.m. EST, Monday – Friday).

When finished updating school officials, click one of the following buttons on Page 4:

Prev (Previous)	The data have been saved. Click this button to return to the previous page of the application.
Next	The data have been saved. Click this button to advance to Page 5 of the application. Note: Be sure to add new or existing officials to the application before advancing to Page 5. See Section 2.4.5.1, Adding New Officials to an Application (Form I-17), and Section 2.4.5.2, Adding Existing Officials to an Application (Form I-17), for instructions.
Print I-17 Form	Click this button to print a copy of the application.

2.4.5.1 Add New Officials to an Application (Form I-17)

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

Note: A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials), rather than adding this individual as an existing official on Page 4.

To add new school officials, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add Official* screen displays. An example of this screen is depicted in Exhibit 14, Add Official Screen.

Exhibit 14: Add Official Screen

2. Below is a list of the fields on the *Add Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* Last Name	Enter the surname or family name of the school official.
* First Name	Enter the first name of the school official.
Middle Name	Enter the middle name of the school official.
Suffix	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* The Official is	Select the appropriate option, U.S. citizen or lawful permanent resident (LPR). Note: All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.
If LPR, please enter A-Number	You must enter the A-Number if the school official is an LPR of the United States. Enter only the numeric portion of the school official's alien number.
* Title	Enter the title of the school official.
* Address 1	Enter the first line of the address for this school official.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.

Field	Description/Explanation
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	Enter a valid five-digit postal code; the last four digits are optional.
* Telephone Number	Enter a valid telephone number for this school official.
* Email Address	<p>Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for updates to the application will also be sent to this email address.</p> <p>Note: Email addresses are not secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).</p>

3. Click one of the following buttons:

Add Official	Click this button to save the data that you have entered for this school official. Page 4 of the application displays and the information for the official that was added is included on the list of officials.
Cancel	Click this button to return to Page 4 of the application without saving the data for this official.

4. If you need to add additional new officials, repeat Steps 3 through 5.
5. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

2.4.5.2 Add Existing Officials to an Application (Form I-17)

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's application to perform as a PDSO or DSO for a school or campus.

Note: A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to

the official's roles on Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials), rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. Exhibit 15, Add Existing Official Screen, is an example of the screen.

Exhibit 15: Add Existing Official Screen



2. In the **Account Username** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. If the official has a record in SEVIS, the *Add Existing Official - <Official's Name>* screen displays the name, title, telephone number, and email address for this official.
4. Click one of the following buttons:

Add Official	Click this button to add this school official to your school's application. Page 4 of the application displays and the information for the official is included on the list of officials.
Cancel	Click this button to return to Page 4 of the application without adding this official to your school's application.

5. If you need to add additional existing officials, repeat Steps 3 through 6.
6. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign the appropriate role (PDSO or DSO) to the added official at the school's campus(es). The added official must be assigned a role at least at one campus. If the added official will not be performing a role at a particular campus, click the **No Role** radio button.

2.4.5.3 Update an Official's Information

Only a PDSO may update the SEVIS record for an existing official. To change or update the record of an existing school official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Update** link to the right of the name of the official whose record you wish to update. The system displays the *Update Official* screen. Exhibit 16, Update Official Screen, is an example of the screen.

Exhibit 16: Update Official Screen

Update Official

Required fields are marked with an asterisk (*)

* Last Name: Channing

* First Name: Barry

Middle Name:

Suffix: ▼

* The Official is: ☒ U.S. Citizen ☐ LPR

If LPR, please enter A-number: A

* Title: President

Contact Information:

* Address 1: 41684 Greenwich Drive

Address 2:

* City: Washington

* State: DISTRICT OF COLUMBIA ▼

* Zip Code: 20001

* Telephone Number: (555) 555 - 5555 ext.

* Email Address: barry.channing@wc.edu

Update Cancel

2. Make the necessary changes to the user's record. See Section 2.4.5.1, Add New Officials to an Application (Form I-17), for detailed instructions for each field.
3. Click one of the following buttons:

Update	Click this button to update this school official's information. Page 4 of the application displays.
Cancel	Click this button to return to Page 4 of the application without updating this official's information.

2.4.5.4 Delete an Official From an Application (Form I-17)

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school.

Note: To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.4.6.4, Assign Campus Officials.

Because an official must be assigned a role to at least one campus, if the official will not be performing any role, he/she should be deleted. To delete a school official from your school's application, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. Exhibit 17, Delete Official Screen, is an example of the screen.

Exhibit 17: Delete Official Screen

Delete Official

Last Name: Channing
First Name: Barry
Middle Name:
Suffix:
The Official is: U.S. Citizen

Contact Information:
Address: 41684 Greenwich Drive
City: Washington
State: DC
Zip Code: 20001
Telephone Number: (555) 555 - 5555 ext.
Email Address: barry.channing@wc.edu

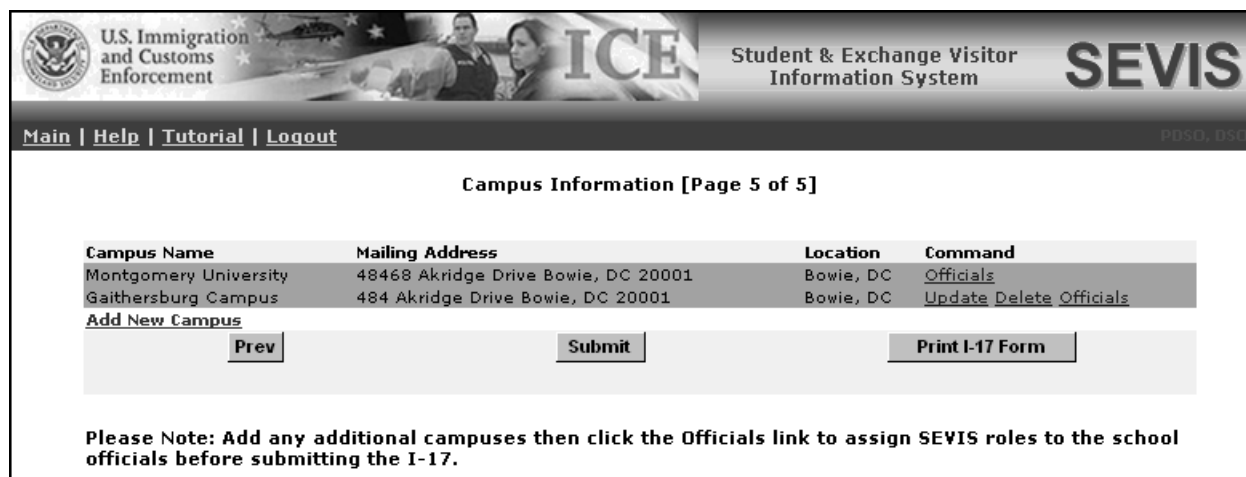
2. Click one of the following buttons:

Delete Official	Click this button to delete this official from your school's application. Page 4 of the application displays and this official no longer displays on the list.
Cancel	Click this button to return to Page 4 of the application without deleting this official from your school's application.

2.4.6 Update Page 5 of an Application (Form I-17)

The current list of campuses for this school is shown on Page 5 of the school's application. Exhibit 18, Campus Information (Page 5 of 5), is an example of this screen. Only a PDSO may add, update, or delete a campus, and assign officials.

Exhibit 18: Campus Information (Page 5 of 5)



Campus Name	Mailing Address	Location	Command
Montgomery University	48468 Akridge Drive Bowie, DC 20001	Bowie, DC	Officials
Gaithersburg Campus	484 Akridge Drive Bowie, DC 20001	Bowie, DC	Update Delete Officials

[Add New Campus](#) [Prev](#) [Submit](#) [Print I-17 Form](#)

Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

Using Page 5 of the Form I-17, the PDSO may add, update, or delete campuses and assign or reassign school officials to their SEVIS roles. The following sections provide instructions for adding, updating, or deleting campuses and assigning SEVIS roles.

2.4.6.1 Add a New Campus

SEVIS enables the PDSO to add to the application (Form I-17) campuses that are located in the same DHS jurisdiction as the main campus. If your school has campuses that are located in other DHS jurisdictions (for example, different states), separate applications must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single DHS district may either file a single application for all campuses or file separate applications.

Note: When adding another campus, review and update all pages of the application to reflect any new information specific to the campus being added.

When you add campuses to the application, DHS must review and approve the changes. To add a campus to the school's application, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Add New Campus** link below the list of registered campuses. Exhibit 19, Add Campus Screen, is an example of the screen that displays.

Exhibit 19: Add Campus Screen

2. Enter the information regarding the new campus. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed.

Section/Field	Description/Explanation
* Campus Name	Enter the name of the new campus. This also prints on Forms I-20 issued from this campus.
Mailing Address	Enter the address to which mail for this campus should be sent. This address may contain a post office box number.
* Address 1	Enter the first line of the address for this campus.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.
Fax Number	Enter a valid fax number for this campus.
Telephone Number	Enter a valid telephone number for this campus.
Location	The physical location of the new campus, if different from its mailing address. This address may not contain a post office box number.
Address 1	Enter the first line of the address for this campus.

Section/Field	Description/Explanation
Address 2	Enter the second line, if needed, of an address, typically a building name.
City	Enter the appropriate city.
State	Select the appropriate state.
Zip Code	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.

3. Click one of the following buttons:

Add Campus	Click this button to add this campus to your school's application. Page 5 of the application displays and the name of the campus that was added displays on the list. Note: A DHS user will contact the PDSO for any necessary supporting documentation.
Cancel	Click this button to return to Page 5 of the application without adding this campus to your school application.

4. If you need to add additional campuses, repeat Steps 3 through 5.
5. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign school officials roles (PDSO or DSO) at the new campus(es).

2.4.6.2 Update a Campus

The PDSO and DSO may update campus information. To update the information for a campus, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Update** link to the right of a campus name. The *Update Campus – <Name of Campus>* screen displays.
2. Make the necessary additions and/or changes to the data. Section 2.4.6.1, Add a New Campus, provides detailed instruction for each field.
3. Click one of the following buttons:

Update Campus	Click this button to update the information for this campus. Page 5 of the application displays. Note: DHS must review and approve the changes to school name, mailing address, and location address.
Cancel	Click this button to return to Page 5 of the application without updating the information for this campus.

2.4.6.3 Delete a Campus

The PDSO may submit a campus deletion request for campuses that have no students in Active status and no students with pending reinstatement requests. Campus deletion requests are adjudicated by DHS.

To request a campus deletion from your school's application (Form I-17), perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Delete** link to the right of a campus name. The *Delete Campus - <Name of Campus>* screen displays.

Note: You will not be able to delete a campus at which SEVIS student records are still active or pending reinstatement.

2. Click one of the following buttons:

Delete Campus	Click this button to delete this campus. A confirmation screen displays to verify that you wish to proceed with the campus deletion request. Click the Yes button and Page 5 of the application displays. Otherwise, click the Cancel button to return to Page 5 of the application without submitting the campus deletion request. Note: If your campus deletion request is approved, you will no longer be able to view, access, or print any of the student records associated with this campus. Prior to submitting this request, you should transfer out any student records you may need in the future (for example, students in Active status who wish to continue their education at your main campus or a student in Terminated or Completed status, who wishes to apply for reinstatement to attend another school).
Cancel	Click this button to return to Page 5 of the application without deleting this campus.

2.4.6.4 Assign Campus Officials

Campus Information (Page 5 of 5) has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

Note: Each official must be assigned to at least one campus on the application (Form I-17).

In SEVIS, the PDSO is usually the contact person for the original submission of the application. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and for registering the school to use the SEVIS batch interface. The PDSOs and DSOs are responsible for creating, submitting, and updating SEVIS student records, and issuing Forms I-20.

Note: All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

Exhibit 20, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

Exhibit 20: SEVIS Roles and Responsibilities

SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17)	X	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	X	
Update, save, and submit changes to the information for schools (Form I-17)	X	X
Initiate, save, complete, and submit recertification application (Form I-17)	X	
Print the Form I-17	X	X
Create and save records for students and dependents (Form I-20)	X	X
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft I-20 Forms	X	X
Print student and dependent I-20 Forms	X	X
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register schools to use the SEVIS batch interface	X	

To authorize your school officials to perform as a PDSO or DSO when using SEVIS, perform the following steps for each campus listed on the application:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Officials** link to the right of the campus name. The *Assigning Campus Officials* screen displays. An example is shown in Exhibit 21, Assigning Campus Officials Screen.

Note: This screen lists all officials associated with the school. You must choose the role that each official will play at each campus.

Exhibit 21: Assigning Campus Officials Screen

Assigning Campus Officials

Campus Name: Montgomery University
Mailing Address: 48468 Akridge Drive
Bowie, DC 20001

Official Name	Title	PDSO	DSO	No Role
Corey Butler	Dean of Foreign Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barry Channing	Dean of Admissions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lorraine English	President	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Click a radio button (**PDSO** or **DSO**) to the right of the official's name. Select the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

Note: Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the application. If an official is not assigned a role, you cannot submit these changes to the Form.

3. Click one of the following buttons:

Accept Changes	Click this button to accept the new or changed roles assignments. Page 5 of the application displays.
Reset Values	Click this button to return all fields to their previously saved values.
Cancel	Click this button to return to Page 5 of the application without assigning or changing any roles.

See Section 2.4.6.5, Submit Updates to an Application (Form I-17), for instructions on completing this process.

2.4.6.5 Submit Updates to an Application (Form I-17)

In order to complete the update process, you need to submit your application. Once all changes have been made to your application and you have finished adding campuses and assigning roles to school officials, click one of the following buttons:

Prev (Previous)	Click this button to return to the previous page of the application.
Submit	Click this button to forward the changes to the application to DHS for review and approval and/or to save data in the SEVIS database.

Cancel	Click this button to delete all changes and updated information that has not been submitted. A confirmation screen displays informing you that all changes made to the application since the last submission will be deleted. Click the Yes button to proceed with canceling the update to your application. The <i>Listing of Schools</i> screen displays. Click the No button to return to Page 5 of the application without canceling the changes.
Print I-17 Form	Click this button to print a copy of the application.

If you click the **Submit** button, the system displays a message indicating that the updates to the application have been successful. However, if you made changes to certain fields (see Section 2.4, Update an Application [Form I-17]) or added campuses, DHS will have to adjudicate those changes. If you added campuses, change the private school owner's name, or change the public/private school type indicator, you will need to pay a fee through Pay.Gov. Section 2.6, Electronic Submission of Payment, provides instructions on submitting payment.

Once DHS processes the adjudicable updates to the application, the following outcomes are possible:

- If the updates are approved, the school officials receive approval notification via email.
- If additional information is required for processing the updates, the school officials receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the school officials will receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, a DHS User will contact the PDSO with more specific information regarding the denial.

2.5 Recertification Application (Form I-17) Overview

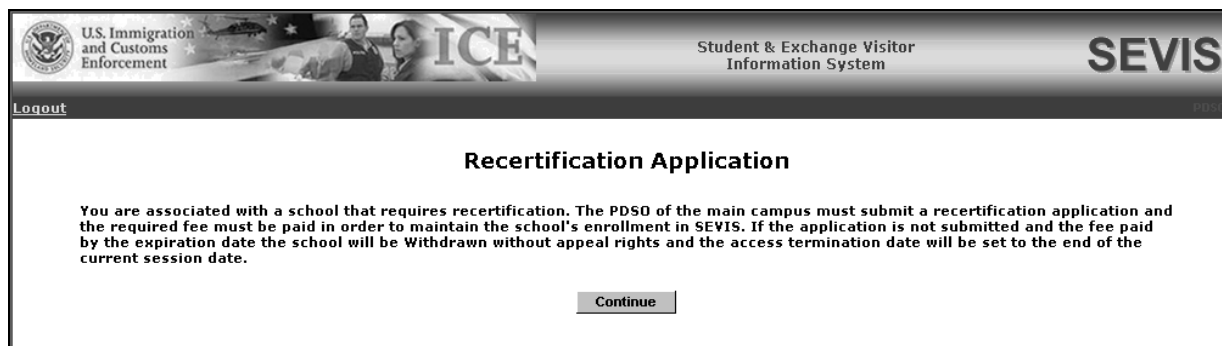
A school must apply for recertification 2 years after DHS approves their initial certification application (and every 2 years thereafter). The PDSO of the main campus must submit the completed recertification application electronically through SEVIS and submit the appropriate fee through Pay.Gov before DHS can begin adjudication. Once the recertification application has been submitted and the fee has been paid, the application is considered Filed. School officials will receive an email notification when their application is set to Filed.

180 days prior to the school's certification expiration date, the following occurs:

- The PDSOs and DSOs receive an email notification informing them that the PDSO of the main campus needs to submit the recertification application and pay the appropriate fee.
- When the PDSOs and DSOs log into SEVIS, the *Recertification Application* screen (Exhibit 22, Recertification Notification Screen) displays, stating that they are associated with a school that requires recertification. Click the **Continue** button and the *Listing of Schools* screen displays. The recertification process does not need to be immediately

initiated; this notification is merely a reminder that it needs to occur within the next 180 days. The notification screen will continue to display upon login to all PDSOs and DSOs until the recertification application has been set to Filed.

Exhibit 22: Recertification Notification Screen



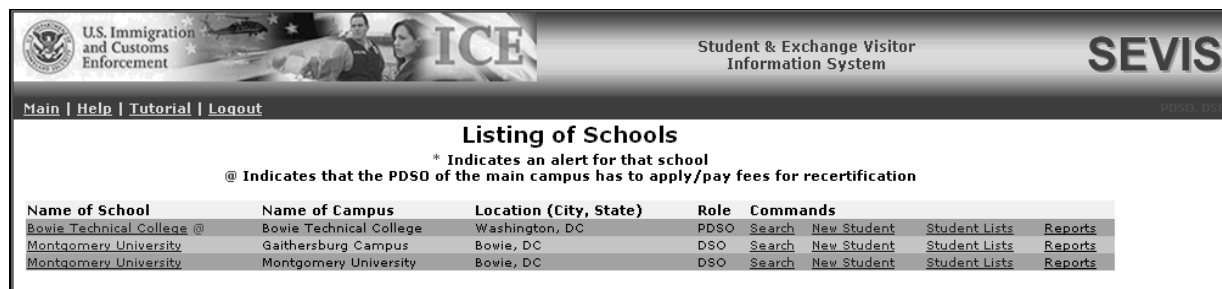
Recertification Application

You are associated with a school that requires recertification. The PDSO of the main campus must submit a recertification application and the required fee must be paid in order to maintain the school's enrollment in SEVIS. If the application is not submitted and the fee paid by the expiration date the school will be Withdrawn without appeal rights and the access termination date will be set to the end of the current session date.

[Continue](#)

- On the *Listing of Schools* screen, @ displays to the right of the school's name indicating that it needs to be recertified. An example of this screen is depicted in Exhibit 23, Listing of Schools Screen. This indicator is visible to all PDSOs and DSOs.

Exhibit 23: Listing of Schools Screen




Listing of Schools

* Indicates an alert for that school
@ Indicates that the PDSO of the main campus has to apply/pay fees for recertification

Name of School	Name of Campus	Location (City, State)	Role	Commands			
Bowie Technical College @	Bowie Technical College	Washington, DC	PDSO	Search	New Student	Student Lists	Reports
Montgomery University	Gaithersburg Campus	Bowie, DC	DSO	Search	New Student	Student Lists	Reports
Montgomery University	Montgomery University	Bowie, DC	DSO	Search	New Student	Student Lists	Reports

- For the PDSO of the main campus, the **Apply for Recertification** link displays in the **Actions** menu on the *School Information* screen. This link is shown in Exhibit 24, School Information Screen With Apply for Recertification Link.

Exhibit 24: School Information Screen With Apply for Recertification Link



U.S. Immigration
and Customs
Enforcement

Student & Exchange Visitor
Information System

SEVIS

Main | Help | Tutorial | LogoutPDSO, DSO

[Print I-17 Form](#)

Actions:
[Edit School](#)

[Apply for
Recertification](#)

[Register for Batch
Processing](#)

**Apply for
Recertification Link**

Bowie Technical College

Certification Expiration Date:	12/31/2004
School Status:	APPROVED
Current School Code:	WAS214F68746000
Previous School Code:	N/A
Seeking Approval for:	Academic and Language students Vocational Students
Mailing Address:	4864 Akridge Drive Washington, DC 20001
Telephone Number:	
Fax Number:	
Location Address:	4864 Akridge Drive Washington, DC 20001
Type of Institution:	Public
This School is Engaged in:	HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
School's Sessions are Primarily Based on:	Semesters
School Established on:	02/04/1950
School Operates Under the Following Authorization:	None
School is Approved Under the Following Association or Agency:	None
Areas of Study:	SCIENCE
Degrees Available:	BACHELOR OF SCIENCE MASTER OF SCIENCE
Higher Education Conferring Degrees:	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.
Credit Transfer:	Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.
English Language Training:	English language training, it is engaged in English language training.
Sessions are Held:	Day
Requirements for Admission:	placement test
Courses of Study and Time Necessary to Complete:	120 study hours
Requirements for Graduation:	completion of coursework
Causes for Expulsion:	conviction of a crime
Average Annual Numbers:	Classes - 500 Students - 25,000 Teachers and Instructors - 500 Non-Teaching Employees - 125
Average Annual Cost of Room, Board, and Tuition Per Student:	\$5,000.00

Campus Information
Bowie Technical College
School Code: WAS214F68746000
Mailing Address: 4864 Akridge Drive Washington, DC 20001
Location Address: 4864 Akridge Drive Washington, DC 20001

Officials:	Official Name	Title	Telephone Number	Email Address	Role
	Barry Channing	Dean of Admissions	555-555-5555	amy.mathiason@eds.com	PDSO

If the PDSO of the main campus does not submit the recertification application or pay the fee, the PDSOs and DSOs will receive reminder emails 90, 60, and 30 days before their certification expiration date.

Beginning 180 days prior to the school's certification expiration date, the PDSO of the main campus will be able to initiate, save a draft of, make changes to, and submit his/her school's recertification application.

After the recertification application is initiated, the school officials will no longer be able to make updates to the approved certification application. However, they will be able to view and print the approved certification application until the recertification application is submitted. After the recertification application is submitted, they will be able to view and print the recertification application.

Additionally, after the recertification application is submitted, but before it is adjudicated, school officials may not make any adjudicable or non-adjudicable changes to the recertification application. The only change allowed to be made is that the PDSOs may add, update, or delete officials, or assign roles for officials. (See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application [Form I-17], through Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17].)

2.5.1 Initiate a Recertification Application (Form I-17)

IMPORTANT: When you initiate your recertification application, any pending adjudicable updates or any draft updates to your approved application will be canceled. All pending and draft updates will be automatically incorporated into your draft recertification application.

Only the PDSO of the main campus may initiate, update, save a draft of, and submit a recertification application. Perform the following steps to initiate your recertification application:

1. From the *School Information* screen, click the **Apply for Recertification** link. The *Apply for Recertification* screen displays informing you that all pending adjudicable updates and draft updates will be canceled. Exhibit 25, Apply for Recertification Screen, provides an example of this screen.

Exhibit 25: Apply for Recertification Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Logout

Apply for Recertification

If your school has submitted pending updates or draft updates, these updates will be cancelled once you initiate or proceed to page 1 of the recertification application. Although the submitted pending updates will be cancelled, they will be included in the draft recertification application. Once you proceed to page 1 of the recertification application, PDSOs and DSOs WILL NOT be able to make any adjudicated or non-adjudicated updates to the approved Form I-17 until it has been adjudicated. All updates should be made to the recertification application prior to submission. PDSOs WILL be able to continue to add officials, update officials, delete officials, and assign roles to officials while applying for recertification and after submitting the recertification application.

Would you like to proceed and apply for recertification?

Yes No

2. Click either the **Yes** or **No** button.
 - Click the **Yes** button to proceed to the recertification application. All pending adjudicable updates and draft updates will be canceled; however, the updates will be automatically incorporated in your draft recertification application. Page 1 of the recertification application displays.

Your recertification application is now initiated. You no longer can update your approved application. You may review, update, save a draft of, and submit the recertification application.

Note: If you add or update officials on your draft recertification application, the changes will not take effect until your recertification application is submitted.

- Click the **No** button if you want to wait until your pending updates are adjudicated or if you do not wish to initiate your recertification application at this time. You are returned to the *School Information* screen without initiating the recertification application.

2.5.2 Review and Update a Recertification Application (Form I-17)

Your recertification application is pre-populated with your approved application data and any pending adjudicable updates and draft updates. Perform the following steps to review and update, if necessary, your recertification application:



1. Access Page 1 of your recertification application. Section 2.5.2.1, Update Page 1 of a Recertification Application (Form I-17), provides detailed steps.
2. Review and update, if necessary, Pages 1 through 5 of your recertification application. Detailed steps are provided in Section 2.5.2.1, Update Page 1 of a Recertification Application (Form I-17), through Section 2.5.2.5, Update Page 5 of a Recertification Application (Form I-17).
3. You may save a draft copy of your recertification by clicking the **Save Draft** button on Pages 1, 2, or 3 of the recertification application.
4. From Page 5 of the recertification application you may submit your recertification application. Section 2.5.3, Submit a Recertification Application (Form I-17), provides detailed steps on submitting your recertification application.

2.5.2.1 Update Page 1 of a Recertification Application (Form I-17)

Your recertification application is pre-populated with your approved application data and any pending adjudicable updates and draft updates. Perform the following steps to review and update, if necessary, Page 1 of your recertification application:

1. Access Page 1 of your recertification application. An example of this screen is depicted in Exhibit 26, Contact Information (Page 1 of 5).
 - If you have just initialized your recertification application by clicking the **Apply for Recertification** link and the **Yes** button from the *Apply for Recertification* screen, Page 1 will be displayed.
 - If you have saved a draft of the recertification application and are returning to continue working on the recertification application, click the **Edit Recertification Application** link from the *School Information* screen.

Exhibit 26: Contact Information (Page 1 of 5)

		Student & Exchange Visitor Information System	SEVIS
Main Help Tutorial Logout			

Contact Information [Page 1 of 5]

Required fields are marked with an asterisk (*)

1. * Approval for attendance of students under:
☒ Section 101(a)(15)(f) of the Act (academic and language students)
☒ Section 101(a)(15)(m) of the Act (vocational students)

2. * Name of School System:

2a. * Name of Main Campus:

3. Mailing Address of the School:

*** Address 1:**
Address 2:
*** City:**
*** State:**
*** Zip Code:**
Fax Number: () -
Telephone Number: () - ext.

4. Location of the School (if different from mailing address):

Address 1:
Address 2:
City:
State:
Zip Code:

5. * School Type:
Name and Address of Owner (For PRIVATE Schools ONLY):

*** Private School Owner Name:**
*** Address 1:**
Address 2:
*** City:**
*** State:**
*** Zip Code:**

Save Draft

Reset Values

Next

Print I-17 Form

Public Reporting Burden

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Immigration and Naturalization Service, HQPD1, 425 I Street, N.W., Room 4307r, Washington, DC 20536; OMB No.: 1115-0252. DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS.

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2. You may add or delete the information to reflect changes to your recertification application (Form I-17). Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 1, you may make changes to any of the following data:

Section/Field	Description/Explanation
* 1. Approval for Attendance of Students Under	Click in the appropriate checkbox(es). Academic and language non-immigrant students can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. Vocational students can be admitted to schools approved under section 101(a)(15)(m). The application should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students. Note: The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same application.
* 2. Name of School System	Enter the school or school system's complete, official name, without abbreviations. This is the school system name that prints on the student's Form I-20, followed by the campus name.
* 2a. Name of Main Campus	Enter the name of the school or campus that is considered the primary campus on the application. This also prints on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will display here. If not, the main campus may have the same name as the school system. In this case, you should enter the same information in the Name of School System and Name of Main Campus fields.
3. Mailing Address of the School	Enter the address to which mail for the main campus should be sent. This address may contain a post office box number. Note: There is a separate field on a following page in which the mailing addresses of additional campuses should be entered.
* Address 1	Enter the first line of the address for the main campus.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.

Section/Field	Description/Explanation
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
Fax Number	Enter a valid fax number for the main campus.
Telephone Number	Enter a valid telephone number for the main campus.
4. Location of the School	The physical location of the main campus. This address may not contain a post office box number.
Address 1	Enter the first line of the address for the main campus.
Address 2	Enter the second line, if needed, of an address, typically a building name.
City	Enter the appropriate city.
State	Select the appropriate state.
Zip Code	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
* 5. School Type	A school may be either public or private.
Name and Address of Owner	If Private Institution is selected in Field 5, you must complete the following fields:
*Private School Owner Name	If the owner is a person, enter his/her name. If the owner is an institution (for example, a company or a non-profit organization such as a church), enter the name of the institution.
*Address 1	Enter the first line of an address, typically a number and street name, for the school owner.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
*City	Enter the unabbreviated name of a city.
*State	Select the appropriate state.
*Zip Code	Enter a valid five-digit postal code; the last four digits are optional.



3. Click one of the following buttons:

Save Draft	After completing the required fields on Page 1, you may click this button to save the data that you have added or changed on this page. Note: You do not need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have added or changed. This ensures that all the required fields have been completed, and advances you to Page 2 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print I-17 Form	Click this button to print a copy of the application.

2.5.2.2 Update Page 2 of a Recertification Application (Form I-17)

The current program/course data for the school are displayed on Page 2 of the recertification application. Exhibit 27, Program/Course Information (Page 2 of 5), is an example of the page.

Exhibit 27: Program/Course Information (Page 2 of 5)

	U.S. Immigration and Customs Enforcement		SEVIS		
Main Help Tutorial Logout		E PDSN			
Program/Course Information [Page 2 of 5]					
Required fields are marked with an asterisk(*)					
6. * This school is engaged in (check all that apply):					
<input type="checkbox"/> PRIVATE ELEMENTARY SCHOOL					
<input type="checkbox"/> PRIVATE MIDDLE SCHOOL					
<input type="checkbox"/> PRIVATE HIGH SCHOOL(grades 9-12)					
<input type="checkbox"/> PUBLIC HIGH SCHOOL (grades 9-12)					
<input type="checkbox"/> VOCATIONAL OR TECHNICAL EDUCATION (other than high school)					
<input type="checkbox"/> FLIGHT TRAINING					
<input type="checkbox"/> LANGUAGE TRAINING					
<input checked="" type="checkbox"/> HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)					
<input type="checkbox"/> OTHER (specify) <input type="text"/>					
7. * This school's sessions are based on:					
<input checked="" type="checkbox"/> Semesters					
<input type="checkbox"/> Trimesters					
<input type="checkbox"/> Quarters					
<input type="checkbox"/> Other (specify) <input type="text"/>					
8. * Date registration begins for EACH session during a calendar year (fill out only those necessary):					
Session 1	JANUARY	01	Session 11		
Session 2	JUNE	01	Session 12		
Session 3			Session 13		
Session 4			Session 14		
Session 5			Session 15		
Session 6			Session 16		
Session 7			Session 17		
Session 8			Session 18		
Session 9			Session 19		
Session 10			Session 20		
9. * Date school was established (MM/DD/YYYY):					
<input type="text" value="06/27/1965"/>					
10. * The school operates under the following federal, state, local, or other authorization (if none, enter "None"):					
<input type="text" value="None"/>					
11. * The school has been approved by the following national, regional, or state accrediting association or agency (if none, enter "None"):					
<input type="text" value="None"/>					
12. * Areas of Study (check all that apply):					
<input checked="" type="checkbox"/> LIBERAL ARTS					
<input type="checkbox"/> FINE ARTS					
<input type="checkbox"/> LANGUAGE					
<input type="checkbox"/> RELIGIOUS					
<input type="checkbox"/> PROFESSIONAL STUDIES					
<input type="checkbox"/> VOCATIONAL OR TECHNICAL TRAINING					
<input type="checkbox"/> FLIGHT TRAINING					
<input type="checkbox"/> SCIENCE					
<input type="checkbox"/> EDUCATION					
<input type="checkbox"/> BUSINESS					
<input type="checkbox"/> ENGINEERING					
<input type="checkbox"/> OTHER (specify) <input type="text"/>					
<input type="button" value="Save Draft"/>		<input type="button" value="Prev"/>		<input type="button" value="Reset Values"/>	
<input type="button" value="Next"/>		<input type="button" value="Print I-17 Form"/>			
09/23/2004 (Thursday)					

1. You may add or delete the information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 2, you may make changes to any of the following data:

Section/Field	Description/Explanation
* 6. This school is engaged in	Check all options that apply. If Other is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.
* 7. This school's sessions are based on	Check all options that apply. If Other is selected, you must enter an explanation in the text box. The text box should also be used to notify DHS when the school has more than 20 session begin dates to enter in Section 8, "date registration begins."
* 8. Date registration begins for EACH session during a calendar year	For each session currently offered by a school during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month/day pairs. If you need to enter more than 20, make a note to that effect in the Other (Explain) text box of Section 7, "This school's sessions are based on," and a DHS official will contact you for more information, if necessary.
* 9. Date school was established	Enter the date on which the school began operations.
* 10. The school operates under the following federal, state, local, or other authorization	Provide a summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box.
* 11. The school has been approved by the following national, regional, or state accrediting association or agency	Enter the name of the organization, if any, that has accredited the school. If none, enter "None" in the text box.
* 12. Areas of study	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the check box next to the appropriate area of study. To remove the check mark, click in the check box again. If Other is selected, provide an explanation in the text box.


2. Click one of the following buttons:

Save Draft	After completing the required fields on Page 2, you may click this button to save the data that you have added or changed on this page. Note: You do not need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the application. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page are lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have added or changed. This ensures that all the required fields have been completed, and advances you to Page 3 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
Print I-17 Form	Click this button to print a copy of the application.


2.5.2.3 Update Page 3 of a Recertification Application (Form I-17)

Exhibit 28, Contact Information (Page 3 of 5), provides an example of Page 3 of the recertification application.

Exhibit 28: Contact Information (Page 3 of 5)



U.S. Immigration
and Customs
Enforcement



Student & Exchange Visitor
Information System

SEVIS

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Contact Information [Page 3 of 5]
Required fields are marked with an asterisk (*)

13. * List the degrees available from this school:

☐ AA DEGREE

☐ AS DEGREE

☐ BA DEGREE

☐ DOCTOR OF EDUCATION

☐ BACHELOR OF SCIENCE

☒ BACHELOR OF FINE ARTS

☐ BACHELOR OF BUSINESS ADMINISTRATION

☐ BACHELOR OF SCIENCE IN EDUCATION

☐ MASTER OF ARTS

☐ MASTER OF SCIENCE

☐ MASTER OF BUSINESS ADMINISTRATION

☐ DOCTOR OF PHILOSOPHY

☐ MEDICAL DOCTOR

☐ JURIS DOCTOR

☐ OTHER

Specify (If none, enter "None"):

14. * Select as appropriate:

If the school is engaged in elementary or secondary education, it does qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it does confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits are recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.

The school is engaged in English Language Training.

15. * Sessions are held as follows:

☒ Day

☐ Night

16. * Requirements for admission:

Placement exam

17. * Courses of study and time necessary to complete each:

120 study hours

18. * Requirements for graduation:

Successful completion of coursework

19. * Causes for expulsion:

conviction of a felony

20. * Average annual number of (enter numbers without comma separators):

Classes: 500

Teachers or instructors: 550

Students: 25000

Non-teaching employees: 150

21. * Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):

\$ 4500

Save DraftPrevReset ValuesNextPrint I-17 Form

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1. You may add or delete the information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field.

An asterisk precedes the fields that must be completed. To update Page 3, you may make changes to any of the following data:

Field	Description/Explanation
* 13. List the degrees available from this school	Select only the degrees that your school will offer to foreign students. Select all options that apply. If Other is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select Other and enter "high school diploma," or a similar appropriate description. If your school does not issue degrees, enter "None" in the text box.
* 14. Select as appropriate	Although more than one field may be completed, generally you should complete only one of the fields listed for Section 14.
If the school is engaged in elementary or secondary education	If your school provides elementary/secondary education, select " does " or " does not " to indicate if your school qualifies its graduates for acceptance by accredited schools of higher education. Leave this field blank if your school is engaged in higher education, vocational/technical training, or English Language training.
If the school is engaged in higher education	As a college/university, select " does " or " does not " to indicate if your school confers recognized degrees. Also indicate if its credits " are " or " are not " transferable to degree-conferring institutions. Both fields in this section must be completed if your school is engaged in higher education. Leave these fields blank if your school is engaged in elementary/secondary, technical/vocational, or English Language education. Note: This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees.
If the school is engaged in vocational or technical education	As a technical/vocational school, select " does " or " does not " to indicate if your school qualifies its graduates for employment in the occupations for which preparation is offered. Leave this field blank if your school is engaged in elementary/secondary, college/university, or English Language education.

Field	Description/Explanation
The school (is, is not) engaged in English language training	If your school exclusively offers an English language course, such as English Language schools, or includes English language training as part of another program, select “is.” Otherwise, select “ is not ” even though the school may provide remedial English instruction for students whose English skills are weak.
* 15. Sessions are held as follows	Select whether your school conducts its classes during the day and/or at night.
* 16. Requirements for admission	<p>You must include a summary of your school’s requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* 17. Courses of study and time necessary to complete each	<p>Provide a general listing of a school’s courses of study and the time, in weeks, months, or years, needed to complete each.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* 18. Requirements for graduation	<p>Summarize your school’s requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p>Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>

Field	Description/Explanation
* 19. Causes for expulsion	Provide the general reasons that would be considered causes for a student to be expelled from your school. Note: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* 20. Average annual number of	Enter the average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if your school does not maintain a running average for each category. Note: This field should include an estimate of actual classes taught rather than course types or programs offered.
* 21. Approximate annual cost of room, board, tuition, etc. per student	Enter the approximate amount of money an individual student spends at your school, per year, for room, board, tuition, and related fees. Note: You must round up to the nearest dollar. The system does not accept the decimal point.

2. Click one of the following buttons:

Save Draft	After completing the required fields on Page 3, you may click this button to save the data that you have added or changed on this page. Note: You do not need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the Next button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the application. WARNING: Be sure to save the data entered on this page before selecting the Prev button. If you do not save first, the new data that you entered on this page are lost.
Reset Values	Click this button to return all new entries on the page to their previous values.
Next	Click this button to automatically save the data that you have added or changed. This ensures that all the required fields have been completed, and advances you to Page 4 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.

Print I-17 Form	Click this button to print a copy of the application.
----------------------------	---

2.5.2.4 Update Page 4 of a Recertification Application (Form I-17)

The current official data for the school are displayed on Page 4 of the recertification application. Exhibit 29, School Official Information (Page 4 of 5), is an example of this screen.

Exhibit 29: School Official Information (Page 4 of 5)

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

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School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Barry Channing	President	555-555-5555 ext.	barry.channing@wc.edu	Update Delete

Add New Official Add Existing Official

Prev Next Print I-17 Form

Using Page 4 of the electronic application, the PDSO may do the following:

- Add new officials to the application for this school or campus (Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application [Form I-17]). A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]).
- Add existing school officials to the school's application (Section 2.5.2.4.2, Add Existing Officials to a Draft Recertification Application [Form I-17]). Existing school officials are those who have a SEVIS ID and are currently associated with another school or program—not an existing user in your school or program. You will assign these users additional roles using Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]).
- Update an official's information in SEVIS (Section 2.5.2.4.3, Update an Official's Information on a Draft Recertification Application [Form I-17]).
- Delete an official from an application (Section 2.5.2.4.4, Delete an Official From a Draft Recertification Application [Form I-17]).

The procedures for completing these tasks are addressed in the subsequent sections.

When finished updating school officials, click one of the following buttons on Page 4:

Prev (Previous)	The data have been saved. Click this button to return to the previous page of the application.
Next	The data have been saved. Click this button to advance to Page 5 of the application. Note: Be sure to add any new or existing officials to the application before advancing to Page 5. See Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application (Form I-17), and Section 2.5.2.4.2, Add Existing Officials to a Draft Recertification Application (Form I-17), for instructions.
Print I-17 Form	Click this button to print a copy of the application.

2.5.2.4.1 ADD NEW OFFICIALS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

This section addresses adding new officials to a draft recertification application. If you need to add officials to a submitted recertification application that has not yet been adjudicated, see Section 2.5.3.1, Add New Officials to a Submitted Recertification Application (Form I-17).

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

Note: A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]), rather than adding this individual as an existing official on Page 4.

To add new school officials, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add Official* screen displays. An example of this screen is depicted in Exhibit 30, Add Official Screen.

Exhibit 30: Add Official Screen

2. Below is a list of the fields on the *Add Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* Last Name	Enter the surname or family name of the school official.
* First Name	Enter the first name of the school official.
Middle Name	Enter the middle name of the school official.
Suffix	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* The Official is	Select the appropriate option, U.S. citizen or LPR . Note: All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.
If LPR, please enter A-Number	You must enter the A-Number if the school official is an LPR of the United States. Enter only the numeric portion of the school official's alien number.
* Title	Enter the title of the school official.
* Address 1	Enter the first line of the address for this school official.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.

Field	Description/Explanation
* State	Select the appropriate state.
* Zip Code	Enter a valid five-digit postal code; the last four digits are optional.
* Telephone Number	Enter a valid telephone number for this school official.
* Email Address	<p>Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for the recertification application will also be sent to this email address.</p> <p>Note: Email addresses are not secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).</p>

3. Click one of the following buttons:

Add Official	Click this button to save the data that you have entered for this school official. Page 4 of the application displays and the information for the official that was added is included on the list of officials.
Cancel	Click this button to return to Page 4 of the application without saving the data for this official.

4. If you need to add additional new officials, repeat Steps 2 through 5.
5. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17), in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

2.5.2.4.2 ADD EXISTING OFFICIALS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

This section addresses adding existing officials to a draft recertification application. If you need to add officials to a submitted recertification application that has not yet been adjudicated, see Section 2.5.3.2, Add Existing Officials to a Submitted Recertification Application (Form I-17).

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's application to perform as a PDSO or DSO for a school or campus.

Note: A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles on Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]), rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. Exhibit 31, Add Existing Official Screen, is an example of the screen.

Exhibit 31: Add Existing Official Screen



2. In the **Account Username** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. If the official has a record in SEVIS, the *Add Existing Official - <Official's Name>* screen displays the name, title, telephone number, and email address for this official.
4. Click one of the following buttons:

Add Official	Click this button to add this official to your school's application. Page 4 of the application displays and the information for the official is included on the list of officials.
Cancel	Click this button to return to Page 4 of the application without adding this official to your school application.

5. If you need to add additional existing officials, repeat Steps 2 through 6.
6. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17), in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

2.5.2.4.3 UPDATE AN OFFICIAL'S INFORMATION FOR A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

This section addresses updating an official's information for a draft recertification application. If you need to update officials on a recertification application that has been submitted and not yet adjudicated, see Section 2.5.3.3, Update an Official's Information for a Submitted Recertification Application (Form I-17).

Only a PDSO may update the SEVIS record for an existing official. To change or update the record of an existing school official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Update** link to the right of the name of the person whose record you wish to update. The system displays the *Update Official* screen. Exhibit 32, Update Official Screen, is an example of the screen.

Exhibit 32: Update Official Screen

Update Official

Required fields are marked with an asterisk (*)

*Last Name: Channing

*First Name: Barry

Middle Name:

Suffix: ▼

*The Official is: ☒ U.S. Citizen ☐ LPR

If LPR, please enter A-number: A

*Title: President

Contact Information:

*Address 1: 41684 Greenwich Drive

Address 2:

*City: Washington

*State: DISTRICT OF COLUMBIA ▼

*Zip Code: 20001

*Telephone Number: (555) 555-5555 ext.

*Email Address: barry.channing@wc.edu

Update Cancel

2. Make the necessary changes to the user's record. See Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application (Form I-17), for detailed instructions for each field.
3. Click one of the following buttons:

Update	Click this button to update this school official's information. Page 4 of the application displays.
Cancel	Click this button to return to Page 4 of the application without updating this official's information.

2.5.2.4.4 DELETE AN OFFICIAL FROM A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

This section addresses deleting an official from a draft recertification application. If you need to delete officials from a recertification application that has been submitted and not yet adjudicated, see Section 2.5.3.4, Delete an Official From a Submitted Recertification Application (Form I-17).

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school.

Note: To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17).

To delete a school official from your school's application, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. Exhibit 33, Delete Official Screen, is an example of the screen.

Exhibit 33: Delete Official Screen

Delete Official

Last Name: Channing
First Name: Barry
Middle Name:
Suffix:
The Official is: U.S. Citizen

Contact Information:
Address: 41684 Greenwich Drive
City: Washington
State: DC
Zip Code: 20001
Telephone Number: (555) 555 - 5555 ext.
Email Address: barry.channing@wc.edu

2. Click one of the following buttons:

Delete Official	Click this button to delete this official's record from your school's application. Page 4 of the application displays and this official no longer displays on the list.
Cancel	Click this button to return to Page 4 of the application without deleting this official's record from your school's application.

2.5.2.5 Update Page 5 of a Recertification Application (Form I-17)

The current list of campuses for this school is shown on Page 5 of the school's recertification application. Exhibit 34, Campus Information (Page 5 of 5), is an example of this screen.

Exhibit 34: Campus Information (Page 5 of 5)

Using Page 5 of the application, the PDSO may add, update, or delete campuses and assign or reassign school officials to their SEVIS roles. The subsequent sections provide instructions for adding, updating, or deleting campuses and assigning SEVIS roles.

2.5.2.5.1 ADD A NEW CAMPUS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

SEVIS enables the PDSO to add to the application (Form I-17) campuses that are located in the same DHS jurisdiction as the main campus. If your school has campuses that are located in other DHS jurisdictions (for example, different states), separate applications must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single DHS district may either file a single application for all campuses or file separate applications.

Note: When adding another campus, review and update all pages of the application to reflect any new information specific to the campus being added.

To add a campus to the school's application, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Add New Campus** link below the list of registered campuses on Page 5 of the electronic application. Exhibit 35, Add Campus Screen, is an example of the screen that displays.

Exhibit 35: Add Campus Screen

2. Enter the information regarding the new campus. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed.

Section/Field	Description/Explanation
* Campus Name	Enter the name of the new campus. This also prints on Forms I-20 issued from this campus.
Mailing Address	Enter the address to which mail for this campus should be sent. This address may contain a post office box number.
* Address 1	Enter the first line of the address for this campus.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.
Fax Number	Enter a valid fax number for this campus.
Telephone Number	Enter a valid telephone number for this campus.
Location	The physical location of the new campus, if different from its mailing address. This address may not contain a post office box number.
Address 1	Enter the first line of the address for this campus.

Section/Field	Description/Explanation
Address 2	Enter the second line, if needed, of an address, typically a building name.
City	Enter the appropriate city.
State	Select the appropriate state.
Zip Code	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.

3. Click one of the following buttons:

Add Campus	Click this button to add this campus to your school's application. Page 5 of the application displays and the name of the campus that was added displays on the list. Note: A DHS user will contact the PDSO for any necessary supporting documentation.
Cancel	Click this button to return to Page 5 of the application without adding this campus to your school application.

4. If you need to add additional campuses, repeat Steps 3 through 5.
5. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application, in order to complete the process and assign school officials roles (PDSO or DSO) at the new campus(es).

2.5.2.5.2 UPDATE A CAMPUS ON A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

To update the information for a campus, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Update** link to the right of a campus name. The *Update Campus – <Name of Campus>* screen displays.
2. Make the necessary additions and/or changes to the data. Section 2.5.2.5.1, Add a New Campus to a Draft Recertification Application (Form I-17), provides detailed instruction for each field.
3. Click one of the following buttons:

Update Campus	Click this button to update the information for this campus. Page 5 of the application displays.
Cancel	Click this button to return to Page 5 of the application without updating the information for this campus.

2.5.2.5.3 DELETE A CAMPUS FROM A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

You may delete a campus while applying for recertification if that campus has no students in Active status and no students with pending reinstatement requests. Perform the following steps to delete a campus when applying for recertification:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Delete** link to the right of a campus name. The *Delete Campus - <Name of Campus>* screen displays.

Note: You will not be able to delete a campus at which SEVIS student records are still active or pending reinstatement.

2. Click one of the following buttons:

Delete Campus	Click this button to delete this campus. A confirmation screen displays to verify that you wish to proceed with the campus deletion request. Click the Yes button and Page 5 of the application displays. Otherwise, click the Cancel button to return to Page 5 of the application without submitting the campus deletion request. Note: When your recertification application is approved, you will no longer be able to view, access, or print any of the student records associated with this campus. Prior to submitting your application for recertification, transfer out any student records you may need in the future (for example, students in Active status who wish to continue their education at your main campus or a student in Terminated or Completed status who wishes to apply for reinstatement to attend another school).
Cancel	Click this button to return to Page 5 of the application without deleting this campus.

2.5.2.5.4 ASSIGN CAMPUS OFFICIALS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

This section addresses assigning roles to officials on a draft recertification application. If you need to delete officials from a recertification application that has been submitted and not yet adjudicated, see Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application (Form I-17).

Page 5 has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

Note: Each official must be assigned to at least one campus on the application (Form I-17).

In SEVIS, the PDSO is usually the contact person for the original submission of the application. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and for registering the school to use the SEVIS batch interface. The PDSOs and DSOs are responsible for creating, submitting, and updating SEVIS student records, and issuing Forms I-20.

Note: All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

Exhibit 36, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

Exhibit 36: SEVIS Roles and Responsibilities

SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17)	X	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	X	
Update, save, and submit changes to the information for schools (Form I-17)	X	X
Initiate, save, complete, and submit recertification application (Form I-17)	X	
Print the Form I-17	X	X
Create and save records for students and dependents (Form I-20)	X	X
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft I-20 Forms	X	X
Print student and dependent I-20 Forms	X	X
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register schools to use the SEVIS batch interface	X	

To authorize your school officials to perform as a PDSO or DSO when using SEVIS, perform the following steps for each campus listed on the application:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Officials** link to the right of the campus name. The *Assigning Campus Officials* screen displays. An example is shown in Exhibit 37, Assigning Campus Officials Screen.

Note: This screen lists all officials associated with the school. You must choose the role that each official will play at each campus.

Exhibit 37: Assigning Campus Officials Screen

Assigning Campus Officials

Campus Name: Montgomery University
Mailing Address: 48468 Akridge Drive
Bowie, DC 20001

Official Name	Title	PDSO	DSO	No Role
Corey Butler	Dean of Foreign Students	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barry Channing	Dean of Admissions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Loraine English	President	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

2. Click a radio button (**PDSO** or **DSO**) to the right of the official's name. Select the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

Note: Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the application. If an official is not assigned a role, you cannot submit these changes to the Form.

3. Click one of the following buttons:

Accept Changes	Click this button to accept the new or changed roles assignments. Page 5 of the application displays.
Reset Values	Click this button to return all fields to their previously saved values.
Cancel	Click this button to return to Page 5 of the application without assigning or changing any roles.

See Section 2.5.3, Submit a Recertification Application (Form I-17), for instructions on completing this process.

2.5.3 Submit a Recertification Application (Form I-17)

You must submit your recertification application and pay your recertification fee in order for DHS to adjudicate your application. Perform the following steps to submit your recertification application:

1. From the *Campus Information (Page 5 of 5)* screen, click one of the following buttons:

Prev (Previous)	Click this button to return to the previous page of the application.
Submit	Click this button to forward the recertification application to DHS for adjudication. Continue to Step 4. IMPORTANT: Once the recertification application is submitted, the PDSOs will only be able to add, update, or delete officials, and assign officials until DHS adjudicates the recertification application.
Print I-17 Form	Click this button to print a copy of the application.

2. If you click the **Submit** button, the *Submit Recertification Confirmation* screen displays, as depicted in Exhibit 38, Submit Recertification Confirmation Screen.

Exhibit 38: Submit Recertification Confirmation Screen

The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header with the U.S. Department of Homeland Security logo, the text "U.S. Immigration and Customs Enforcement", the "ICE" logo, and the "SEVIS" logo. Below the header is a navigation bar with links: "Main | Help | Tutorial | Logout". The main content area is titled "Submit Recertification Confirmation". Below the title, there is a paragraph of text: "After submitting this recertification application, PDSOs may continue to add officials, update officials, delete officials, and assign roles to officials. No other adjudicated or non-adjudicated updates will be allowed until the recertification application has been adjudicated." Below this text is a question: "Are you sure you want to submit the recertification application?". At the bottom of the question, there are two buttons: "Yes" and "No".

- If you do not wish to submit your recertification application at this time, click the **No** button. Page 5 displays. Save a draft copy of your application. You may return at any time before your certification expiration date and submit your recertification application.
 - If you do wish to submit your recertification application, click the **Yes** button and proceed to Step 3.
3. If you click the **Yes** button, the *Recertification Application (Form I-17) Has Been Submitted* screen displays with a link to the Pay.Gov web site. Exhibit 39, Recertification Application (Form I-17) Has Been Submitted Screen, provides an example of this screen. It is not required that you pay the fee at this time; however, if you choose to, see Section 2.6, Electronic Submission of Payment, for further instruction.

Exhibit 39: Recertification Application (Form I-17) Has Been Submitted Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Recertification Application (Form I-17) Has Been Submitted

You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.

Submission of an electronic Form I-17 for SEVIS recertification and enrollment requires a fee payment, as specified in the Immigration and Naturalization Service's interim rule, "Requiring Certification of all Service Approved Schools for Enrollment in the Student and Exchange Visitor Information System (SEVIS)."

You must pay the fee at Pay.gov, our electronic payment web site. To pay the fee, access <https://www.pay.gov/>, click the Search Public Forms link on the main page, and then click the I-17 Certification link from the list of forms displayed. This will display the DHS SEVIS School Certification Payment page where you can pay the fee.

Adjudication of the recertification application in SEVIS will not proceed until the SEVP Certification Branch receives payment verification from Pay.gov. Then, an SEVP Official will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, DHS will contact you with additional instructions.

Pay.Gov Tracking ID:

Save Pay.Gov Tracking ID Return to School View

Note: Your recertification application will not be considered Filed by DHS until both your application and fee have been received.

- If you choose to make payment at this time, see Section 2.6.3, Enter Pay.Gov Tracking ID at Time of Submission of Recertification Application, for instruction on submitting the payment tracking ID.
- If you choose not to pay the fee at this time, click the **Return to School View** button. The *Listing of Schools* screen displays. You may return at a later date to record the payment tracking ID by clicking the **Enter Pay.Gov Tracking ID** link on the *School Information* screen. See Section 2.6.4, Enter Pay.Gov Tracking ID After Submission of Recertification Application, for further details.

2.5.3.1 Add New Officials to a Submitted Recertification Application (Form I-17)


This section addresses adding new officials to a submitted recertification application that has not yet been adjudicated. If you need to add officials to a draft recertification application, see Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application (Form I-17).

All PDSOs may add officials. Each school and campus must have one PDSO. PDSOs may also add a maximum of nine DSOs for each school or campus of a school.

All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the application. PDSOs must assign SEVIS roles using the **Assign Roles** link on the *School Official Information* screen (Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17]).

Exhibit 40, School Information Screen With Change Officials Link, provides an example of a *School Information* screen for a school that has submitted its recertification application but it has not yet been adjudicated. The **Change Officials** link allows the PDSO to add, delete, or update officials and assign roles to officials while the school is waiting for adjudication of its recertification application.

Exhibit 40: School Information Screen With Change Officials Link



Student & Exchange Visitor
Information System

SEVIS

Main | Help | Tutorial | Logout
PP01

Print I-17 Form

Actions:

[View Submitted Recertification Application](#)

[Enter Pay.Gov Tracking ID](#)

[Change Officials](#)

[Register for Batch Processing](#)

Whitmore College

Certification Expiration Date:	10/19/2004
School Status:	APPROVED
Current School Code:	WAS214F46846000
Previous School Code:	N/A
Seeking Approval for:	Academic and Language students Vocational Students
Mailing Address:	1684 Greenwich Drive Washington, DC 20001
Telephone Number:	
Fax Number:	
Location Address:	1684 Greenwich Drive Washington, DC 20001
Type of Institution:	Public
This School is Engaged in:	HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
School's Sessions are Primarily Based on:	Semesters
School Established on:	06/27/1965
School Operates Under the Following Authorization:	None
School is Approved Under the Following Association or Agency:	None
Areas of Study:	LIBERAL ARTS
Degrees Available:	BACHELOR OF FINE ARTS
Primary Education:	Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.
Higher Education Conferring Degrees:	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.
Credit Transfer:	Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.
English Language Training:	English language training, it is engaged in English language training.
Other Education:	Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.
Sessions are Held:	Day
Requirements for Admission:	Placement exam
Courses of Study and Time Necessary to Complete:	120 study hours
Requirements for Graduation:	Successful completion of coursework
Causes for Expulsion:	conviction of a felony
Average Annual Numbers:	Classes - 500 Students - 25,000 Teachers and Instructors - 550 Non-Teaching Employees - 150
Average Annual Cost of Room, Board, and Tuition Per Student:	\$4,500.00

Campus Information

Whitmore College

School Code: WAS214F46846000

Mailing Address: 1684 Greenwich Drive Washington, DC 20001

Location Address: 1684 Greenwich Drive Washington, DC 20001

Officials:	Official Name	Title	Telephone Number	Email Address	Role
	Barry Channing	President	555-555-5555	barry.channing@wc.edu	PDSO

09/23/2004 (Thursday)

Perform the following steps to add a new school official who is not a current user of SEVIS:

- From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays. Exhibit 41, School Official Information Screen for a Submitted Recertification Application, provides an example of this screen.

Exhibit 41: School Official Information Screen for a Submitted Recertification Application

Official Name	Title	Telephone	Email Address	Command
Barry Channing	Dean of Admissions	555-555-5555	Barry.Channing@wu.edu	Update Delete
Lorainne English	President	555-555-5555	Lorainne.English@wu.edu	Update Delete
Patrick Woodward	Dean of Student Affairs	555-555-5555	Patrick.Woodward@wu.edu	Update Delete

[Add New Official](#) [Add Existing Official](#) [Assign Roles](#)

[Discard All Changes and Exit](#) [Save All Changes and Exit](#)

Note: A school official who will be acting at more than one campus listed on the same application is added only once. To allow an official already listed on an application to act at an additional campus listed on the same application, you should add to the official's roles using the **Assign Roles** link on the *School Official Information* screen (Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17]), rather than adding this individual as a new/existing official.

- To add a new school official, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add/Update Official* screen displays. An example of this screen is shown in Exhibit 42, Add/Update Official Screen.

Exhibit 42: Add/Update Official Screen

Add / Update Official
Required fields are marked with an asterisk (*)

*Last Name:

*First Name:

Middle Name:

Suffix:

*The Official is: ☐ U.S. Citizen ☐ LPR

If LPR, please enter A Number: A

*Title:

Contact Information:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Telephone Number: () - ext.

* Email Address:

[Update](#) [Cancel](#)

3. Below is a list of the fields on the *Add/Update Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* Last Name	Enter the surname or family name of the school official.
* First Name	Enter the first name of the school official.
Middle Name	Enter the middle name of the school official.
Suffix	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* The Official is	Select the appropriate option, U.S. citizen or LPR . Note: All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.
If LPR, please enter A-Number	You must enter the A-Number if the school official is an LPR of the United States. Enter only the numeric portion of the school official's alien number.
* Title	Enter the title of the school official.
* Address 1	Enter the first line of the address for this school official.
Address 2	Enter the second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	Enter a valid five-digit postal code; the last four digits are optional.
* Telephone Number	Enter a valid telephone number for this school official.
* Email Address	Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for updates to the application will also be sent to this email address. Note: Email addresses are not secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).

4. Click one of the following buttons from the *Add/Update Official* screen:

Update	Click this button to save the data that you have entered for this school
---------------	--

	official. The <i>School Official Information</i> screen displays. Note that the official has been added to the list. See Section 2.5.2.5.4, Assign Campus Officials to a Submitted Recertification Application (Form I-17), in order to assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the No Role radio button.
Cancel	Click this button to return to <i>School Official Information</i> screen without saving the data for this official.

5. Click one of the following buttons from the *School Official Information* screen:

Save All Changes and Exit	Click this button to save the data that you have entered regarding the school officials and/or their roles. Note: Your changes will not be considered submitted until you click the Save All Changes and Exit button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost. A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the Print Recertification I-17 button.
Discard All Changes and Exit	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

2.5.3.2 Add Existing Officials to a Submitted Recertification Application (Form I-17)

This section addresses adding an existing official to a recertification application that has been submitted and not yet adjudicated. If you need to add officials to a draft recertification application, see Section 2.5.2.4.2, Add Existing Officials to a Draft Recertification Application (Form I-17).

An existing official is an active SEVIS user, someone who has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user to perform as a PDSO or DSO for your school or campus. Perform the following steps to add an existing official:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.

Note: A school official who will be acting at more than one campus listed on the same application is added only once. To allow an official already listed on an application to act at an additional campus listed on the same application, you should add to the official's roles

using the **Assign Officials** link on the *School Official Information* screen (Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17]), rather than adding this individual as a new/existing official.

2. To add an existing school official, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. An example of this screen is depicted in Exhibit 43, Add Existing Official Screen.

Exhibit 43: Add Existing Official Screen



3. Enter the official's SEVIS user ID in the **Account Username** field.
4. Click the **Search Official** button. If the user ID is found in SEVIS, the *Add Existing Official - <Official's Name>* screen displays the name, title, telephone number, and email address for this official.
5. Click one of the following buttons from the *Add Existing Official - <Official's Name>* screen:

Add Official	Click this button to save the data that you have entered for this school official. The <i>School Official Information</i> screen displays. Note that the official has been added to the list. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17), in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the No Role radio button.
Cancel	Click this button to return to <i>School Official Information</i> screen without saving the data for this official.

6. Click one of the following buttons from the *School Official Information* screen:

Save All Changes and Exit	Click this button to save the data that you have entered regarding the school officials and/or their roles. Note: Your changes will not be considered submitted until you click the Save All Changes and Exit button. If you exit the <i>School Official</i>
----------------------------------	---

	<i>Information</i> screen in another manner, your changes will be lost. A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the Print Recertification I-17 button.
Discard All Changes and Exit	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

2.5.3.3 **Update an Official's Information for a Submitted Recertification Application (Form I-17)**

This section addresses updating an official's information for a recertification application that has been submitted and not yet adjudicated. If you need to add officials to a draft recertification application, see Section 2.5.2.4.3, Update an Official's Information for a Draft Recertification Application (Form I-17).

Only a PDSO may update the information for an existing official. To change or update the information of an existing school official, perform the following steps:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.
2. Click the **Update** link to the right of the name of the person whose information you wish to update. The system displays the *Add/Update Official* screen. Exhibit 44, Add/Update Official Screen, is an example of the screen.

Exhibit 44: Add/Update Official Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Logout

Add / Update Official

Required fields are marked with an asterisk (*)

*Last Name: Channing

*First Name: Barry

Middle Name:

Suffix: [v]

*The Official is: ☒ U.S. Citizen ☐ LPR

If LPR, please enter A Number: A [v]

*Title: Dean of Admissions

Contact Information:

*Address 1: 168 Akridge Drive

Address 2:

*City: Washington

*State: DISTRICT OF COLUMBIA [v]

*Zip Code: 20001 [v]

*Telephone Number: (555) 555-5555 ext. [v]

*Email Address: barry.channing@btc.edu

Update Cancel

3. Make the necessary changes to the user's information. See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application (Form I-17), for detailed instructions for each field.
4. Click one of the following buttons from the *Add/Update Official* screen:

Update	Click this button to update this school official's information. The <i>School Official Information</i> screen displays.
Cancel	Click this button to return to <i>School Official Information</i> screen without updating this school official's information.

5. Click one of the following buttons from the *School Official Information* screen:

Save All Changes and Exit	<p>Click this button to save the data that you have entered regarding the school officials and/or their roles.</p> <p>Note: Your changes will not be considered submitted until you click the Save All Changes and Exit button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.</p> <p>A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the Print Recertification I-17 button.</p>
Discard All Changes and Exit	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

2.5.3.4 Delete an Official From a Submitted Recertification Application (Form I-17)

This section addresses deleting an official from a recertification application that has been submitted and not yet adjudicated. If you need to delete officials from a draft recertification application, see Section 2.5.2.4.4, Delete an Official From a Draft Recertification Application (Form I-17).

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school.

Note: To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application (Form I-17).

To delete a school official's record from your school's application, perform the following steps:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.

2. Click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. Exhibit 45, Delete Official Screen, is an example of the screen.

Exhibit 45: Delete Official Screen

Delete Official

Last Name: Channing
First Name: Barry
Middle Name:
Suffix:
The Official is: U.S. Citizen

Contact Information:

Address: 41684 Greenwich Drive
City: Washington
State: DC
Zip Code: 20001
Telephone Number: (555) 555 - 5555 ext.
Email Address: barry.channing@wc.edu

3. Click one of the following buttons from the *Delete Official* screen:

Delete Official	Click this button to delete this official's record from your school's application. The <i>School Official Information</i> screen displays and this official no longer displays on the list.
Cancel	Click this button to return to <i>School Official Information</i> screen without deleting this official's record from your school's application.

4. Click one of the following buttons from the *School Official Information* screen:

Save All Changes and Exit	<p>Click this button to save the data that you have entered regarding the school officials and/or their roles.</p> <p>Note: Your changes will not be considered submitted until you click the Save All Changes and Exit button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.</p> <p>A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the Print Recertification I-17 button.</p>
Discard All Changes and Exit	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

2.5.3.5 Assign Campus Officials to a Submitted Recertification Application (Form I-17)

This section addresses assigning roles to officials on a recertification application that has been submitted and not yet adjudicated. If you need to assign roles for a draft recertification application, see Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17).

Exhibit 46, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

Exhibit 46: SEVIS Roles and Responsibilities

SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17)	X	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	X	
Update, save, and submit changes to the information for schools (Form I-17)	X	X
Initiate, save, complete, and submit recertification application (Form I-17)	X	
Print the Form I-17	X	X
Create and save records for students and dependents (Form I-20)	X	X
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft I-20 Forms	X	X
Print student and dependent I-20 Forms	X	X
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register schools to use the SEVIS batch interface	X	

If you have added new officials to your recertification application and need to assign them roles, or need to change an existing official’s role, perform the following steps as applicable:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.
2. Click the **Assign Roles** link under the list of officials. The *Campus Information* screen displays.
3. Click the **Assign Roles** link to the far right of the appropriate campus. The *Officials for <Campus Name>* screen displays.
4. Click a radio button (**PDSO** or **DSO**) to the right of the official’s name. Click the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

5. Click one of the following buttons from the *Officials for <Campus Name>* screen:

Submit	Click this button to accept the official roles assignments. The <i>Campus Information</i> screen displays. Click the Return to Officials List button. The <i>School Official Information</i> screen displays.
Cancel	Click this button to return to <i>Campus Information</i> screen without adding/changing any role assignments.

6. Click one of the following buttons from the *School Official Information* screen:

Save All Changes and Exit	<p>Click this button to save the data that you have entered regarding the school officials and/or their roles.</p> <p>Note: Your changes will not be considered submitted until you click the Save All Changes and Exit button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.</p> <p>A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the Print Recertification I-17 button.</p>
Discard All Changes and Exit	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

2.6 Electronic Submission of Payment

If you are updating your application (Form I-17) and adding a new campus, changing the public/private school type indicator, or changing a private school owner's name, or if you are submitting your recertification application, you will need to also submit payment through the Pay.Gov web site. You may use a plastic card or Automated Clearing House (ACH) to electronically submit payment to DHS using the Pay.Gov web site.

Notification of payment due depends on the type of application:

- If you are submitting an updated application that requires a payment in order to adjudicate, you will receive an email notification providing the amount due, any relevant information, and a link to the Pay.Gov web site.
- If you are submitting a recertification application you may receive notification several ways:
 - After you click the **Submit** button, the *Recertification Application (Form I-17) Has Been Submitted* screen displays with payment information and a link to the Pay.Gov web site. You are not required to submit payment at this time. However, DHS will not begin the adjudication process until they have received notification from Pay.Gov that payment has been received.

- When your application is received by the system, an email notification is sent to all PDSOs and DSOs informing them that their application has been submitted. This email notification provides payment information and a link to the Pay.Gov web site.
- DHS may send a follow-up payment request email, which provides payment information and a link to the Pay.Gov web site.

To use the Pay.Gov web site, perform the following steps:

1. On the *Recertification Application (Form I-17) Has Been Submitted* screen or the email notification, click the <https://www.pay.gov/> link. The DHS Pay.Gov home page displays, as shown in Exhibit 47, Pay.Gov Home Page.

Exhibit 47: Pay.Gov Home Page

Pay.govSM
Provided by the Department of the Treasury.
Home

Login
Username:
Password:
Login
Forgot Your Password?

Find Public Forms
By Agency
By Form Name
Search Public Forms
Searching Help

Resources
[Accessibility Statement](#)
[Notices & Agreements](#)
[Privacy and Security Policy](#)
[Public Reports](#)
[Sitemap](#)

Program Info
[Contact Us](#)
[Frequently Asked Questions](#)
[Overview](#)
[Agency Services](#)
[Implementation](#)
[Documentation](#)
[Press / Articles](#)

For Business and the General Public

"Re-Inventing Government Collections"
Developed by the U.S. Department of the Treasury, Pay.gov enables individuals and businesses to securely and easily send electronic payments to the Federal Government. **Pay.gov's** service allows you to pay by debit/credit card or to authorize an ACH debit of your savings or checking account.
Use Pay.gov to:

- Make one-time payments
- Schedule recurring payments
- Get Bills delivered to you online
- Track payments and update payment instructions

What is Pay.gov?
How Do I use Pay.gov?
Need to use Pay.gov on a more frequent basis? By self-enrolling, you can save your forms and schedule recurring payments automatically. Here is how to set up a Pay.gov user account:
Start Self Enrollment Here

For Government Agencies

"Maximizing Collections / Minimizing Costs"
Launched in October 2000, **Pay.gov** is a secure government-wide collection portal, developed to meet the U.S. Treasury's commitment to process collections electronically using Internet technologies. **Pay.gov** satisfies the demands of agencies by providing their customers the ability to make payments, complete forms and submit queries 24 hours a day. Read the [Pay.gov Collections Summary Report](#) to see the growth in agency collections over the past few years.
Why use Pay.gov?

- Fast and safe collection service at no cost to your agency
- Secure transactions available to anyone, anywhere
- Expert solutions for your technical and regulatory compliance issues
- Comprehensive customer & technical support from day one forward

What Services does Pay.gov provide?
How does my agency implement Pay.gov?
[Overview of Pay.gov](#)
[Press/Articles](#)

DEPARTMENT OF THE TREASURY
FIRSTGov

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2. Click the **By Form Name** link in the left-hand panel in the **Find Public Forms** menu. The *A-Z Index of Forms by Form Name* screen displays as depicted in Exhibit 48, *A-Z Index of Forms by Form Name Screen*.

Exhibit 48: A-Z Index of Forms by Form Name Screen

The screenshot shows the Pay.gov website interface. The left sidebar contains the following sections:

- Login**: Username and Password fields, a Login button, and a link for "Forgot Your Password?".
- Find Public Forms**: Links for "By Agency" and "By Form Name".
- Search Public Forms**: A search input field and a "Go" button.
- Resources**: Links for "Accessibility Statement", "Notices & Agreements", "Privacy and Security Policy", "Public Reports", and "Sitemap".
- Program Info**: Links for "Contact Us", "Frequently Asked Questions", "Overview", "Agency Services", "Implementation", "Documentation", and "Press / Articles".
- Logos**: FMS (Financial Management Service), DEPARTMENT OF THE TREASURY, and FIRSTGov logos.
- Image**: A grayscale image of the United States Capitol building.

The main content area is titled "A - Z Index of Forms by Form Name" and features an alphabetical index: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0-9](#). Below the index, the text states: "Pay.gov provides many methods for you to find the government agency form you may be seeking. Here, we have provided an alphabetical list of all forms currently hosted on Pay.gov. This method of searching proves to be of most use when you know the exact name of the form. Simply click on the letter above to take you to a list of all form names starting with that letter." It also mentions the "Search Public Forms" tool in the sidebar.

The footer contains the following text: "All information provided on this website copyright © 2005. United States Department of the Treasury, Financial Management Service, 401 14th Street SW, Washington, DC 20227, Email: gmoney@fms.treas.gov. [Contact Us](#) | [Frequently Asked Questions](#) | [Notices & Agreements](#) | [Accessibility Policy](#) | [Privacy and Security Policy](#)".

- Click the **I** link in the alphabetic list at the top of the screen. The *Form Search Results* screen displays, as depicted in Exhibit 49, Form Search Results Screen.

Exhibit 49: Form Search Results Screen

Pay.govSM

Provided by the Department of the Treasury.

Home > Browse Forms By Form Name > I

A - Z Index of Forms by Form Name

I A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

Results: **1-3 of 3** [Hide Details](#)

Sort By: **Form Name** | Form Number | OMB Number | Agency Name

I 17 SEVIS School Certifications

Form Number: **I 17 CERTIFICATION** OMB Number: **1115-0070**
DHS SEVIS I-17 SCHOOL CERTIFICATION FEE REMITTANCE
[Immigration Services](#) < [Department of Homeland Security](#)
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=445138>

INSS Conferences

Form Number: **INSSCONF**
Use this form to signup for INSS conferences. You may make payments using a major credit card.
[Department of Defense](#)
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=696732>

IRMCFORM

Form Number: **IRMCFORM**
IRMC Course Submission
[Department of Defense](#)
<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=319353>

Results: **1-3 of 3**

Left Sidebar:

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- Click the **I 17 SEVIS School Certifications** link. The *DHS SEVIS School Certification Payment* screen displays, as depicted in Exhibit 50, DHS SEVIS School Certification Payment Screen.

Exhibit 50: DHS SEVIS School Certification Payment Screen



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**U.S. Immigration
and Customs
Enforcement**



DHS SEVIS SCHOOL CERTIFICATION PAYMENT

*Please note that all fields with an asterisk are required.

School Name * :

School District / Affiliation / System :

School Code * :

*Please enter "NONE" if School Code has not been assigned.

School Address * :

School City * :

School State * :

School Zip / Postal Code * :

School Contact Prefix :

School Contact First Name * :

School Contact Middle Name :

School Contact Last Name * :

School Contact Phone Number * :

Payment Type * :

☒ Credit Card ☐ ACH

Amount * :

* ☐ By checking this box, and submitting this payment, I confirm I understand the filing fee of \$230 is non-refundable, per Federal Regulation 8 CFR 103.2(a). I also understand that the site visit fee(s) of \$350 per campus, is non-refundable once the site visit inspection has taken place. If paying this fee with a credit card, I agree to pay the amount of the transaction according to my card issuer agreement.

Make Payment

PDF Preview

Reset

It may take several minutes to process the form. Please be patient.

[Notices & Agreement](#)

5. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an * (asterisk).

Field	Description/Explanation
* School Name	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.
* School Code	Enter your DHS-assigned school code.

Field	Description/Explanation
* School Address	Enter the address of the school.
* School City	Enter the city in which the school is located.
* School State	Enter the state in which the school is located.
* School Zip/Postal Code	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
School Contact Prefix	Select a prefix: Mr., Mrs., Ms., Miss, or Dr.
* School Contact First Name	<p>Enter the first name of the SEVIS point of contact (POC) at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, enter NFN in this field and enter the name of the institution in the School Contact Last Name field.</p>
School Contact Middle Name	<p>Enter the middle name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the School Contact Last Name field.</p>
* School Contact Last Name	<p>Enter the last name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.</p>
* School Contact Phone Number	Enter the phone number for the SEVIS POC at the school.
* Payment Type	<p>Click the appropriate radio button, Credit Card or ACH. Section 2.6.1, Enter Payment Information Via Plastic Card, provides details on submitting your payment through Pay.Gov using a plastic card.</p> <p>Section 2.6.2, Enter Payment Information Payment Via ACH, provides details on submitting your payment through Pay.Gov using ACH.</p>

Field	Description/Explanation
* Amount	Enter the amount being submitted to DHS. Do not enter a decimal point or cents.
* Check Box	Click the check box to indicate that you understand the filing fee requirements.

6. Click one of the following buttons:

Make Payment	Click this button to continue processing your payment. The <i>Enter Payment Information</i> screen displays. Continue to Section 2.6.1 or 2.6.2 for the remaining instructions on paying via plastic card or ACH, respectively.
PDF Preview	Click this button to generate this screen in PDF format. Note: This does not complete the process. You would still need to click the Make Payment button to continue submitting your certification fee.
Reset	Click this button to clear the data from the fields.

2.6.1 Enter Payment Information Via Plastic Card

Pay.Gov allows you to pay your certification fee with a plastic card. If you selected the **Credit Card** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via plastic card. (If paying via ACH, see Section 2.6.2, Enter Payment Information Payment Via ACH.)

After clicking the **Make Payment** button (see Step 6 of Section 2.6), the *Enter Payment Information* screen displays, as depicted in Exhibit 51, Enter Payment Information Screen—Plastic Card.

Exhibit 51: Enter Payment Information Screen—Plastic Card

Pay.govSM

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[Home](#) > Online Payment

Online Payment

Step 1: Enter Payment Information 1 | 2 | 3

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$580.00

Billing Address: *






Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *     

Card Number: * (Card number value should not contain spaces or dashes)

Expiration Date: * / *

School Name:

School District/Affiliation/System:

School Code:

School Address:

School City:

School State:

School Zip/Postal Code:

School Contact First Name:

School Contact Middle Name:

School Contact Last Name:

School Contact Phone Number:

Amount:

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

Return To Your Form

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Update

November 1, 2005

1. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an * (asterisk).

Field	Description/Explanation
* Account Holder Name	This field is pre-populated. If the information is not correct, make the necessary changes.
Payment Amount	This field is pre-populated and cannot be altered.
* Billing Address	This field is pre-populated. If the information is not correct, make the necessary changes.
Billing Address 2	Enter additional billing address information, if needed.
City	This field is pre-populated. If the information is not correct, make the necessary changes.
State/Province	This field is pre-populated. If the information is not correct, make the necessary changes.
Zip/Postal Code	This field is pre-populated. If the information is not correct, make the necessary changes.
Country	Select the country to which the account holder's bills are sent.
* Card Type	Select the type of plastic card.
* Card Number	Enter the plastic card number. Do not include hyphens or spaces.
* Expiration Date	Select the month and year in which the card expires.
School Name	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.
School Code	Temporary users will not have a SEVIS school code assigned to their school; therefore, enter "None."
School Address	Enter the address of the school.
School City	Enter the city in which the school is located.
School State	Enter the state in which the school is located.
School Zip/Postal Code	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.

Field	Description/Explanation
School Contact First Name	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter NFN in this field and enter the name of the institution in the School Contact Last Name field.
School Contact Middle Name	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the School Contact Last Name field.
School Contact Last Name	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
School Contact Phone Number	Enter the phone number for the SEVIS POC at the school.
Amount	Enter the amount being submitted to DHS. Do not enter a decimal point or cents.

2. Click one of the following buttons:

Continue With Plastic Card Payment	Click this button to continue the plastic card payment process. Section 2.6.1.1, Authorize Payment Via Plastic Card, provides instructions on authorizing your certification payment via plastic card.
Cancel	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
Return to Your Form	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

2.6.1.1 Authorize Payment Via Plastic Card

After clicking the **Continue With Plastic Card Payment** button (see Step 2 of Section 2.6.1), the *Authorize Payment* screen displays, as depicted in Exhibit 52, Authorize Payment Screen—Plastic Card. (Information on this screen has been redacted for privacy reasons.)

Exhibit 52: Authorize Payment Screen—Plastic Card

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[Home](#) > Online Payment

Online Payment
Step 2: Authorize Payment 1 | 2 | 3

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Tod Darin Huffman Billing Address: 4684 Glendale Drive Billing Address 2: City: Washington State / Province: DC Zip / Postal Code: 20001 Country: USA	Card Type: Visa Card Number: ***** Expiration Date: 7 / 2007 School Name: School District/Affiliation/System: School Code: School Address: School City: School State: School Zip/Postal Code: School Contact First Name: School Contact Middle Name: School Contact Last Name: School Contact Phone Number: Amount:	Payment Amount: \$580.00 Transaction Date and Time: 09/06/2005 13:39 EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.
3. Click the check box to authorize a charge to your card account.
4. Click one of the following buttons:

Submit Payment

Click this button to finalize the payment process.

Cancel	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
Return to Your Form	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

2.6.2 Enter Payment Information Via ACH

Direct payment of fees may be made via accounts with American Banking Association routing numbers (for example, an existing U.S. checking or savings account from which the funds will be drawn). If you selected the **ACH** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via ACH. (If paying via plastic card, see Section 2.6.1, Enter Payment Information Via Plastic Card.)

After clicking the **Make Payment** button (see Step 6 of Section 2.6), the *Enter Payment Information* screen displays, as depicted in Exhibit 53, Enter Payment Information Screen—ACH.

Exhibit 53: Enter Payment Information Screen—ACH

Pay.govSM

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[Home](#) > Online Payment

The system has populated the Payment Date with the next available payment date.

Online Payment

Step 1: Enter Payment Information

1 | 2 | 3

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$580.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number

Account Number

Check Number

Payment Date: 09/08/2005

School Name:

School District/Affiliation/System:

School Code:

School Address:

School City:

School State:

School Zip/Postal Code:

School Contact First Name:

School Contact Middle Name:

School Contact Last Name:

School Contact Phone Number:

Amount:

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

Return To Your Form

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. Click the **About ACH Debit** link at the top of the screen for detailed information regarding debit payments.
2. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an * (asterisk).

Field	Description/Explanation
* Account Holder Name	This field is pre-populated. If the information is not correct, make the necessary changes.

Field	Description/Explanation
Payment Amount	This field is pre-populated and cannot be altered.
* Account Type	Select the type of bank account from which the funds will be drawn. The options are: Personal Checking, Personal Savings, or Business Checking.
* Routing Number	Enter the routing number for your bank. It is the first set of numbers imprinted in the bottom left corner of your check.
* Account Number	Enter the number for the account from which the payment will be made. It is the second set of numbers imprinted in the bottom left corner of your check.
* Confirm Account Number	Reenter your account number.
* Check Number	Enter the check number. It is the third set of numbers imprinted in the bottom left corner of your check. Note: Leave this field blank if the Account Type is Savings Account .
Payment Date	This field is pre-populated with the next available payment date and cannot be altered.
School Name	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
School District/Affiliation/System	If necessary, enter the name of the district, affiliation, or system associated with the school.
School Code	Temporary users will not have a SEVIS school code assigned to their school; therefore, enter "None."
School Address	Enter the address of the school.
School City	Enter the city in which the school is located.
School State	Enter the state in which the school is located.
School Zip/Postal Code	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
School Contact First Name	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter NFN in this field and enter the name of the institution in the School Contact Last Name field.

Field	Description/Explanation
School Contact Middle Name	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the School Contact Last Name field.
School Contact Last Name	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
School Contact Phone Number	Enter the phone number for the SEVIS POC at the school.
Amount	Enter the amount being submitted to DHS. <i>Do not</i> enter a decimal point or cents.

3. Click one of the following buttons:

Continue With ACH Payment	Click this button to continue the ACH payment process. Continue to Section 2.6.2.1, Authorize Payment Via ACH.
Cancel	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
Return to Your Form	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

2.6.2.1 Authorize Payment Via ACH

After clicking the **Continue With ACH Payment** button (see Step 3 of Section 2.6.2), the *Authorize Payment* screen displays, as depicted in Exhibit 54, Authorize Payment Screen—ACH. (Information on this screen has been redacted for privacy reasons.)

Exhibit 54: Authorize Payment Screen—ACH

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[Home](#) > Online Payment

Online Payment

Step 2: Authorize Payment

1 | 2 | 3

[Payment Summary](#) [Edit this information](#)

Account Holder Name: Tod Darin Huffman
Payment Amount: \$580.00
Account Type: Personal Checking
Routing Number: [REDACTED]
Account Number: *****
Check Number: [REDACTED]

Payment Date: 09/08/2005
School Name:
School District/Affiliation/System:
School Code:
School Address:
School City:
School State:
School Zip/Postal Code:
School Contact First Name:
School Contact Middle Name:
School Contact Last Name:
School Contact Phone Number:
Amount:

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. ☐ *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.

3. Click the check box to indicate your agreement with the authorization and disclosure language.
4. Click one of the following buttons:

Submit Payment	Click this button to finalize the payment process.
Cancel	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
Return to Your Form	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

2.6.3 Enter Pay.Gov Tracking ID at Time of Submission of Recertification Application

When you submit your recertification application, the *Recertification Application (Form I-17) Has Been Submitted* screen displays, as depicted in Exhibit 55, Recertification Application (Form I-17) Has Been Submitted Screen. At this time you can submit your payment through the Pay.Gov web site and record the payment tracking ID.

Exhibit 55: Recertification Application (Form I-17) Has Been Submitted Screen

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Recertification Application (Form I-17) Has Been Submitted

You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.

Submission of an electronic Form I-17 for SEVIS recertification and enrollment requires a fee payment, as specified in the Immigration and Naturalization Service's interim rule, "Requiring Certification of all Service Approved Schools for Enrollment in the Student and Exchange Visitor Information System (SEVIS)."

You must pay the fee at Pay.gov, our electronic payment web site. To pay the fee, access <https://www.pay.gov/>, click the Search Public Forms link on the main page, and then click the I-17 Certification link from the list of forms displayed. This will display the DHS SEVIS School Certification Payment page where you can pay the fee.

Adjudication of the recertification application in SEVIS will not proceed until the SEVP Certification Branch receives payment verification from Pay.gov. Then, an SEVP Official will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, DHS will contact you with additional instructions.

Pay.Gov Tracking ID:

Save Pay.Gov Tracking ID Return to School View

Perform the following steps to record your payment tracking ID:

1. Click the <https://www.pay.gov/> link to make your payment through the Pay.Gov web site. The web site will display in a separate browser window.
2. Follow the directions in Section 2.6, Electronic Submission of Payment, to submit your payment. At the end of the process, a payment tracking ID will display.
3. Return to the *Recertification Application (Form I-17) Has Been Submitted* screen and enter the payment tracking ID in the **Pay.Gov Tracking ID** field.

4. Click one of the following buttons:

Save Pay.Gov Tracking ID	Click this button to save the payment tracking ID to SEVIS. The <i>School Information</i> screen displays.
Return to School View	Click this button to return to the <i>School Information</i> screen without saving the payment tracking ID.

2.6.4 Enter Pay.Gov Tracking ID After Submission of Recertification Application

If the payment tracking ID was not entered on the *Recertification Application (Form I-17) Has Been Submitted* screen, you may enter the payment tracking ID using this function. Once the payment tracking ID has been entered (either at time of recertification application submission or afterwards), the payment tracking ID cannot be updated. The link will no longer be available.



Perform the following steps if you need to make your payment through the Pay.Gov web site and submit your payment tracking ID after you have submitted your recertification application:

1. From either the email notification you received when your application was submitted or (if applicable) the payment request email sent by DHS, click the link to the Pay.Gov web site. The web site will display in a separate browser window.
2. Follow the directions in Section 2.6, Electronic Submission of Payment, to submit your payment. At the end of the process, a payment tracking ID will display. Write this ID down so you can accurately record it in SEVIS.
3. From the *Listing of Schools* screen, click the appropriate link in the **Name of School** column. The *School Information* screen displays. Note that the **Enter Pay.Gov Tracking ID** link is now in the **Actions** menu. Exhibit 56, School Information Screen With Enter Pay.Gov Tracking ID Link, provides an example.

Perform the following step if you have made your payment through the Pay.Gov web site previously but still need to submit your payment tracking ID:

1. From the *Listing of Schools* screen, click the appropriate link in the **Name of School** column. The *School Information* screen displays. Note that the **Enter Pay.Gov Tracking ID** link is now in the **Actions** menu. Exhibit 56, School Information Screen With Enter Pay.Gov Tracking ID Link, provides an example.

Exhibit 56: School Information Screen With Enter Pay.Gov Tracking ID Link

	U.S. Immigration and Customs Enforcement		SEVIS																																																						
Student & Exchange Visitor Information System		PDSD, DSO																																																							
Main Help Tutorial Logout																																																									
Print I-17 Form																																																									
Bowie Technical College																																																									
Actions: View Submitted Recertification Application Enter Pay.Gov Tracking ID Change Officials Register for Batch Processing	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Certification Expiration Date:</td><td>12/31/2004</td></tr><tr><td>School Status:</td><td>APPROVED</td></tr><tr><td>Current School Code:</td><td>WAS214F68746000</td></tr><tr><td>Previous School Code:</td><td>N/A</td></tr><tr><td>Seeking Approval for:</td><td>Academic and Language students Vocational Students</td></tr><tr><td>Mailing Address:</td><td>4864 Akridge Drive Washington, DC 20001</td></tr><tr><td>Telephone Number:</td><td></td></tr><tr><td>Fax Number:</td><td></td></tr><tr><td>Location Address:</td><td>4864 Akridge Drive Washington, DC 20001</td></tr><tr><td>Type of Institution:</td><td>Public</td></tr><tr><td>This School is Engaged in:</td><td>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</td></tr><tr><td>School's Sessions are Primarily Based on:</td><td>Semesters</td></tr><tr><td>School Established on:</td><td>02/04/1950</td></tr><tr><td>School Operates Under the Following Authorization:</td><td>None</td></tr><tr><td>School is Approved Under the Following Association or Agency:</td><td>None</td></tr><tr><td>Areas of Study:</td><td>SCIENCE</td></tr><tr><td>Degrees Available:</td><td>BACHELOR OF SCIENCE MASTER OF SCIENCE</td></tr><tr><td>Higher Education Conferring Degrees:</td><td>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</td></tr><tr><td>Credit Transfer:</td><td>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</td></tr><tr><td>English Language Training:</td><td>English language training, it is engaged in English language training.</td></tr><tr><td>Sessions are Held:</td><td>Day</td></tr><tr><td>Requirements for Admission:</td><td>placement test</td></tr><tr><td>Courses of Study and Time Necessary to Complete:</td><td>120 study hours</td></tr><tr><td>Requirements for Graduation:</td><td>completion of coursework</td></tr><tr><td>Causes for Expulsion:</td><td>conviction of a crime</td></tr><tr><td>Average Annual Numbers:</td><td>Classes - 500 Students - 25,000 Teachers and Instructors - 500 Non-Teaching Employees - 125</td></tr><tr><td>Average Annual Cost of Room, Board, and Tuition Per Student:</td><td>\$5,000.00</td></tr></table>			Certification Expiration Date:	12/31/2004	School Status:	APPROVED	Current School Code:	WAS214F68746000	Previous School Code:	N/A	Seeking Approval for:	Academic and Language students Vocational Students	Mailing Address:	4864 Akridge Drive Washington, DC 20001	Telephone Number:		Fax Number:		Location Address:	4864 Akridge Drive Washington, DC 20001	Type of Institution:	Public	This School is Engaged in:	HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)	School's Sessions are Primarily Based on:	Semesters	School Established on:	02/04/1950	School Operates Under the Following Authorization:	None	School is Approved Under the Following Association or Agency:	None	Areas of Study:	SCIENCE	Degrees Available:	BACHELOR OF SCIENCE MASTER OF SCIENCE	Higher Education Conferring Degrees:	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.	Credit Transfer:	Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.	English Language Training:	English language training, it is engaged in English language training.	Sessions are Held:	Day	Requirements for Admission:	placement test	Courses of Study and Time Necessary to Complete:	120 study hours	Requirements for Graduation:	completion of coursework	Causes for Expulsion:	conviction of a crime	Average Annual Numbers:	Classes - 500 Students - 25,000 Teachers and Instructors - 500 Non-Teaching Employees - 125	Average Annual Cost of Room, Board, and Tuition Per Student:	\$5,000.00
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	Patrick Woodward	Dean of Student Affairs	555-555-5555	patrick.woodward@btc.edu	DSO																																																				
11/09/2004 (Tuesday)																																																									

2. Click the **Enter Pay.Gov Tracking ID** link. The *Pay.Gov Tracking ID* screen displays, as depicted in Exhibit 57, Pay.Gov Tracking ID screen.

Exhibit 57: Pay.Gov Tracking ID screen

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System SEVIS

Main | Help | Tutorial | Logout

Pay.Gov Tracking ID

Bowie Technical College

Application Type: RECERTIFICATION

Pay.Gov Tracking ID:

Save Pay.Gov Tracking ID Cancel

3. Enter the number provided in Step 2 in the **Pay.Gov Tracking ID** field.
4. Click one of the following buttons:

Save Pay.Gov Tracking ID	Click this button to save the payment tracking ID to SEVIS. The <i>School Information</i> screen displays.
Cancel	Click this button to return to the <i>School Information</i> screen without saving your payment tracking ID to SEVIS.

2.7 Register to Use SEVIS Batch Interface

Schools may use the batch data exchange to interface with SEVIS. Authorized organizations can utilize systems external to SEVIS to collect and update student and dependent (visa types F and M) records and upload the records to SEVIS. Organizations may develop systems in-house or purchase third-party products to communicate with SEVIS and upload and download information (system-to-system). The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and schools using the Internet. This exchange requires the registration, in SEVIS, of a campus that has a valid digital certificate.

If a school wishes to use the batch interface, the PDSO must register the campus and ensure that the campus has a valid digital certificate. Schools that include multiple campuses must register each campus.

Note: Prior to registering the campus for use with SEVIS, download the digital certificate files with the “.cer” and “.pem” extensions to a secure location. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a campus that has a valid digital certificate, a PDSO will perform the following steps:

1. Access SEVIS and click the name of the school that you wish to register. The *SEVIS School Detail* screen displays.

2. Select the **Register for Batch Processing** link, and the system displays the *Acceptance of Batch Interface Security Requirements* screen.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system displays the *Batch Process Registration* screen.
4. Select the path name of the school's digital certificate. Click the **Browse** button, and locate the files with the ".cer" and ".pem" extensions.
5. Highlight the file name and click the **Open** button. The *Upload Certificate* screen displays with the path name shown in the text box.
6. Click the **Upload Certificate** button.

If the certificate and the PDSO's credentials are confirmed by SEVIS, a *Confirmation* screen displays. However, if the system cannot validate the certificate and credentials, an error message displays. Only digital certificates issued by VeriSign are valid for use with SEVIS.

Note: The SEVIS web site (<http://uscis.gov/graphics/shared/sevis/index.htm>) contains additional information regarding the SEVIS Batch Interface process.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access the SEVIS Internet using Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.

When you access SEVIS, the *SEVIS Login* screen displays. To log into SEVIS, perform the following steps:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.
3. Press **Enter** or click the **Login** button. The system displays a security message.
4. Click **Yes** and the *Listing of Schools* screen displays.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

WARNING: If you click the **Close** (X) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: "A user is already logged on with this user name." Use **Logout** on the navigation bar to properly exit SEVIS.

3.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** (✕) button in the upper-right corner of the browser toolbar.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the log-in procedures.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads: “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.” The SEVIS Help Desk is available 8 a.m. – 8 p.m. EST, Monday – Friday.

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 during the hours of 8 a.m. and 8 p.m. Eastern Time, Monday through Friday. Calls made at other times are recorded for a response on the next business day.

APPENDIX A—ACRONYMS AND ABBREVIATIONS

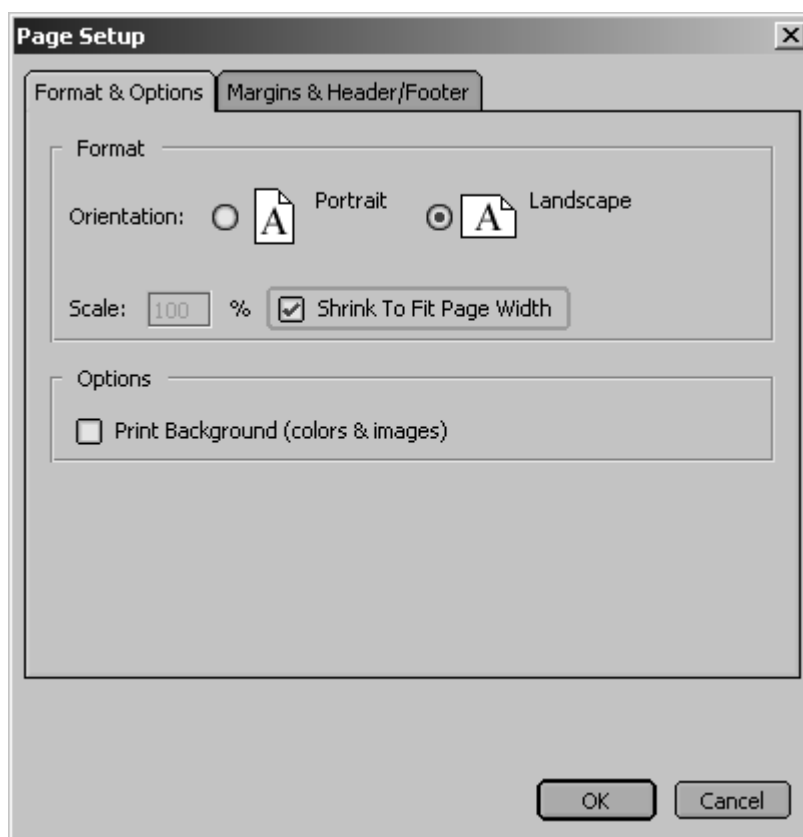
ACH	Automated Clearing House
DHS	Department of Homeland Security
DSO	Designated School Official
EV	Exchange Visitor
ID	identification
LPR	Lawful Permanent Resident
PDSO	Principal Designated School Official
POC	point of contact
SEVIS	Student and Exchange Visitor information System
SEVP	Student and Exchange Visitor Program

**APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

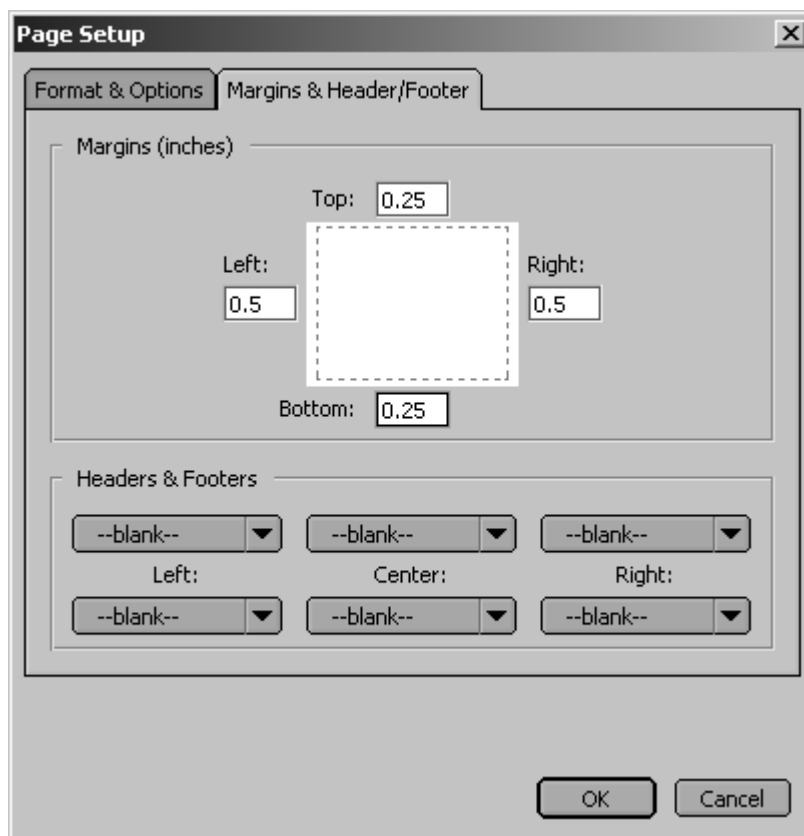
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.

Exhibit B–1: Netscape Page Setup Window—Format & Options Tab



3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab




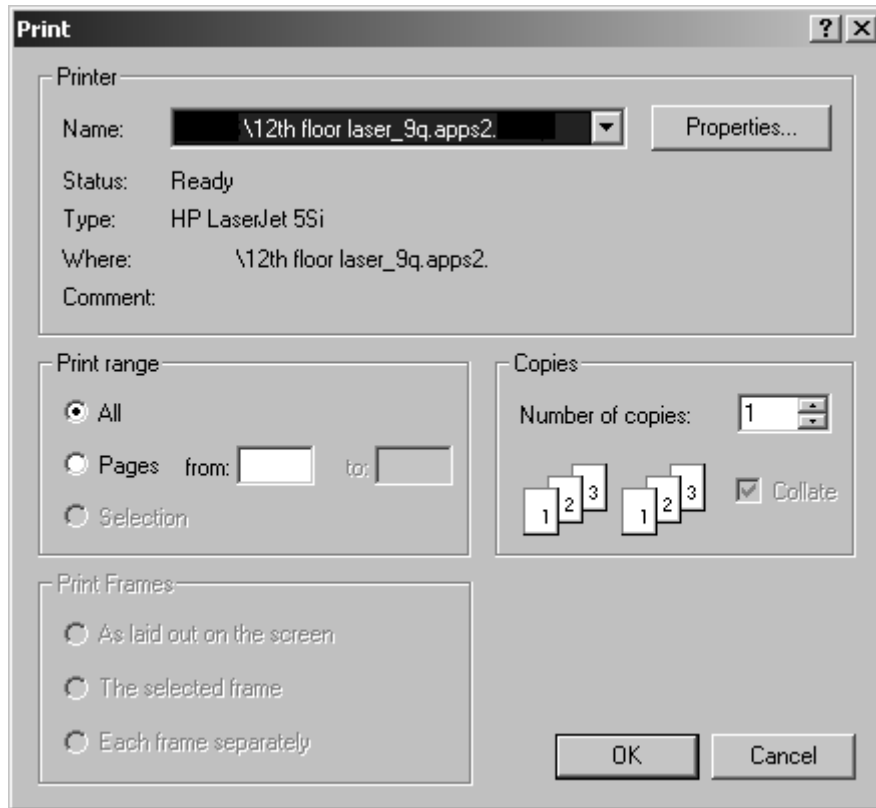
7. Set the left and right margins to “**0.5**” and the top and bottom margins to “**0.25**.”
8. Within the **Headers & Footers** section, ensure that all drop-down lists are “--blank--.” If the drop-down lists are not set to “--blank--,” click on the **down arrow** and select “--blank--.”
9. Click **OK**.
10. Click either the **Print** () button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.

Exhibit B-3: Print Window



11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.